

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: June 13, 2024**

**DAVIES SYMPHONY HALL**

San Francisco Symphony September 25, 2024  
San Francisco Symphony will use their 1st of 2 annual catering exemptions for their Opening Gala event, taking place in the Davies Lobby and Zellerbach A. Catering will be by McCall's.

San Francisco Symphony February 8, 2025  
San Francisco Symphony will use their 2nd of 2 annual catering exemptions for their Lunar New Year event, taking place in Zellerbach A. Catering will be by McCall's.

**ZELLERBACH REHEARSAL HALL**

Steinway, Inc. July 11-14, 2024 \$5,845.00  
Piano Sale

Juilliard School of Drama February 10, 2025 \$910.00  
Auditions 2025

**THE GREEN ROOM**

Pearl Del Rosario July 13, 2024 \$2,750.00  
Celebration of Life

American Bach Soloists July 26, 2024 \$1,225.00  
Performance

Gregory Graalfs August 31, 2024 \$3,000.00  
Wedding Reception

Milaan Foundation September 12, 2024 \$1,225.00  
Fundraiser

Architectural Foundation SF September 19, 2024 \$1,225.00  
Beaux Arts Ball

Wagner Society October 28, 2024 \$1,225.00  
Performance

Tenderloin Neighborhood Development December 6, 2024 \$1,225.00  
Holiday Celebration

UCSF Department of Family January 25, 2025 \$1,225.00  
& Community Medicine  
Holiday Party

Alvarado Elementary March 1, 2025 \$1,545.00  
Fundraiser

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: June 13, 2024**

**HERBST THEATRE**

San Francisco Performances 33 Performance Dates	October 2024 – May 2025	\$49,950.00
Bay Area Rainbow Symphony Rehearsal	June 19, 2024	\$720.00
Chavalos de Aqui y Alla Son Nica	September 6-7, 2024	\$2,735.00
SF Heritage Foundation Gala	September 9, 2024	\$1,525.00
SF Contemporary Music Players Young Composers Project	September 10-12, 2024	\$4,575.00
SF Lesbian Gay Freedom Band Concert	September 29, 2024	\$1,525.00
SF International New Concept Film Festival Film Screenings	November 10, 2024	\$1,525.00
SF Opera Meet the Adlers 2024	November 15, 2024	\$1,525.00
Cherry Orchard Festival My Grandson Benjamin	December 6-7, 2024	\$3,050.00
La Scuola Winter Concert	December 11, 2024	\$1,525.00
SF High School for the Arts Winter Showcase	December 14, 2024	\$1,525.00
Urban School Winter Concert	December 15, 2024	\$1,525.00
American Bach Soloists NYE Celebration 2024	December 31, 2024	\$1,525.00
Omni Foundation Ana Vidovic Concert	April 12, 2025	\$1,525.00
SF Philharmonic 2025 Season Performance	April 26, 2025	\$1,525.00
APA Heritage Foundation Awards Ceremony	May 1, 2025	\$1,525.00

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: June 13, 2024**

**HERBST THEATRE (cont.)**

EDvance College Graduation	May 10, 2025	\$1,525.00
SF High School of the Arts Spring Recital	May 17, 2025	\$1,525.00
Tutu School (Twirling Princess) Performance	May 31, 2025	\$1,525.00
New Century Chamber Orchestra NCCO w/ Daniel Hope	November 1, 2025	\$1,525.00
SF High School of the Arts Winter Recital	December 6, 2025	\$1,525.00
EDvance College Graduation	April 14, 2026	\$1,525.00
Model United Nations of the Far West Opening Plenary	April 17, 2026	\$1,525.00
SF High School of the Arts Performance	May 16, 2026	\$1,525.00
Twirling Princess Bravo Bash 2026	June 6, 2026	\$1,525.00
SF Jazz Summer Festival	June 12-13, 2026	\$3,050.00

**WILSEY CENTER**

SF Opera 2024 Exclusive Use Periods	February 5 – November 23, 2024	\$103,310.00
Merola Opera Program Meet the Merolini 2024	June 10, 2024	\$750.00
SF Opera Board Meeting	June 26- 28, 2024	\$750.00
SF Opera Guild Summer Conservatory 2024	July 8-26, 2024	\$4,200.00
SF Opera Center Merola Grand Finale 2024	August 14-15, 2024	\$1,800.00
Juilliard School of Drama Auditions 2025	February 7-9, 2025	\$3,495.00

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: June 13, 2024**

**WILSEY CENTER (cont.)**

SF Opera Guild Opera Scouts Class	March 3, 2025	\$260.00
Philharmonia Baroque & Orchestra Rehearsals	March 3-4, 2025	\$1,800.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2023 - 2024 Appropriations Report - May 31, 2024				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,054,419	\$ 5,469,136	\$ 1,585,283
	Temporary Salaries	\$ 381,958	\$ 699,472	\$ (317,514)
	Premium Pay	\$ 153,945	\$ 116,937	\$ 37,008
	One-Time Salaries Payments	\$ -	\$ 33,068	\$ (33,068)
	Overtime	\$ 254,731	\$ 267,080	\$ (12,349)
	Holiday	\$ 102,799	\$ 71,364	\$ 31,435
	Mandatory Fringe Benefits	\$ 3,491,587	\$ 2,871,667	\$ 619,920
	<b>Sub Total</b>	<b>\$ 11,439,439</b>	<b>\$ 9,528,725</b>	<b>\$ 1,910,714</b>
Non Personnel Services	Travel	\$ -	\$ -	\$ -
	Fees_Other	\$ -	\$ -	\$ -
	Training	\$ 18,076	\$ 9,950	\$ 8,126
	Employee_Expenses	\$ -	\$ 2,918	\$ (2,918)
	Membership_Fees	\$ 4,175	\$ 3,325	\$ 850
	Professional_Special_Services	\$ 91,403	\$ 147,668	\$ (56,265)
	Maintenance_Services_Build_Struct	\$ 948,374	\$ 983,048	\$ (34,674)
	Maintenance_Services_Equipment	\$ 52,018	\$ 15,564	\$ 36,454
	Rent_Lease_Equipment	\$ 17,873	\$ 16,263	\$ 1,610
	Other Current Expenses	\$ 85,631	\$ 34,344	\$ 51,286
	Taxes_Licenses_Permits	\$ 219,681	\$ 203,583	\$ 16,098
	Utilities_Telephone	\$ -	\$ -	\$ -
	<b>Sub Total</b>	<b>\$ 1,437,232</b>	<b>\$ 1,416,664</b>	<b>\$ 20,568</b>
		Materials & Supplies	\$ 319,409	\$ 319,400
Services of other Departments	Human Resources Modernization	\$ 7,286	\$ 7,286	\$ -
	Diversity Equity Inclusion	\$ 1,617	\$ 1,617	\$ -
	GF-PUC-Light Heat & Power	\$ 2,065,355	\$ 1,241,894	\$ 823,461
	PUC Sewer Service Charges	\$ 195,925	\$ 77,987	\$ 117,938
	Ef-PUC-Water Charges	\$ 145,452	\$ 67,414	\$ 78,038
	DT Technology Projects	\$ -	\$ -	\$ -
	DT Technology Infrastructure	\$ 176,577	\$ 176,577	\$ -
	GF-City Attorney-Legal Service	\$ 93,283	\$ 8,631	\$ 84,652
	DT Enterprise Tech Contracts	\$ 25,124	\$ 25,124	\$ -
	DT Telecommunications Services	\$ 29,514	\$ 25,237	\$ 4,277
	GF-GSA-Facilities Mgmt Svcs	\$ 4,346,552	\$ 3,193,677	\$ 1,152,875
	GF-HR-Equal Emplmnt Opportuni	\$ 26,654	\$ 26,654	\$ -
	GF-HR-Mgmt Training	\$ 65,880	\$ -	\$ 65,880
	GF-HR-Workers' Comp Claims	\$ 120,533	\$ 63,010	\$ 57,523
	GF-Chs-Medical Service	\$ 30,254	\$ 5,548	\$ 24,706
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 14,881	\$ 2,350	\$ 12,531
	Is-Purch-Reproduction	\$ 8,500	\$ 410	\$ 8,090
	GF-Rec & Park-Gardener	\$ 198,668	\$ 146,757	\$ 51,911
	<b>Sub Total</b>	<b>\$ 7,552,055</b>	<b>\$ 5,070,173</b>	<b>\$ 2,481,882</b>
		<b>TOTAL OPERATING</b>	<b>\$ 20,748,134</b>	<b>\$ 16,334,962</b>
14680	Annual Capital Improvement Project	\$ 741,795	\$ 716,120	\$ 25,675
	<b>GRAND TOTAL</b>	<b>\$ 21,489,930</b>	<b>\$ 17,051,082</b>	<b>\$ 4,438,848</b>
10000	Debt Service	\$ 9,600,895	\$ 8,810,021	\$ 790,875
14720	War Memorial Reserve	\$ 1,622,562	\$ 549,038	\$ 1,073,524
14700	Concessions Equip. Repl. Fund	\$ 73,810	\$ 17,894	\$ 55,916

<b>San Francisco War Memorial FY 2023-2024 Housekeeping Expenditures - May 31, 2024</b>			
PO Number	Description	Amount	Fund Source
<b><u>PURCHASE ORDER</u></b>			
824674	ERGONOMIC SEATING & PRODUCTS INC	\$ 3,780.42	14720
824675	CORNER OFFICE	\$ 2,071.55	14720
825052	SHERWIN-WILLIAMS CO	\$ 104.04	14720
825061	SHERWIN-WILLIAMS CO	\$ 4,073.44	14720
825123	BANNER UNIFORM CENTER	\$ 8,040.42	14720
825130	TK ELEVATOR CORPORATION	\$ 14,587.00	14670
825154	ALAMEDA ELECTRICAL DISTRIBUTORS INC	\$ 844.14	14720
825160	MCCLURE ELECTRIC INC	\$ 6,148.00	14670
825175	Comfort Dynamics, Inc	\$ 1,500.00	14670
825214	One Diversified, LLC	\$ 6,731.83	14720
826341	GRAINGER	\$ 1,431.54	14700
826345	GRAINGER	\$ 2,464.26	14720
826347	GRAINGER	\$ 1,471.73	14720
826369	Comfort Dynamics, Inc	\$ 9,711.00	14670
826372	D T C GRIP & ELECTRIC INC	\$ 1,499.03	14720
826375	B B I ENGINEERING INC	\$ 4,956.44	14720
826985	GRAINGER	\$ 3,539.40	14700
828003	XTECH	\$ 675.00	14670
828627	GRAINGER	\$ 535.37	14720
829318	GRAINGER	\$ 281.22	14720
829319	GRAINGER	\$ 307.06	14700
829410	GALA SYSTEMS INC	\$ 6,620.00	14670
829427	UNITED CALIFORNIA GLASS & DOOR	\$ 1,962.46	14670
829430	UNITED RENTALS (NORTH AMERICA)INC	\$ 1,500.00	14670
830479	COIT SERVICE INC	\$ 2,255.00	14670
830530	COIT SERVICE INC	\$ 4,893.00	14720
830620	SHERWIN-WILLIAMS CO	\$ 320.39	14720
830627	WIRELESS VOICE & DATA INC	\$ 3,500.00	14720
830705	INTERNATIONAL FIRE INC	\$ 8,295.41	14720
830984	TK ELEVATOR CORPORATION	\$ 9,067.48	14720
832581	AGURTO CORPORATION DBA PESTEC	\$ 1,720.00	14720
832585	B B I ENGINEERING INC	\$ 1,038.52	14720
832591	GRAINGER	\$ 5,412.58	14720
	<b>Total</b>	<b>\$ 121,337.73</b>	
<b>FUND CODE:</b>	<b>DESCRIPTION:</b>		
14670	Operating	\$ 44,958.46	
14680	Facilities Maintenance		
14690	Capital Projects		
14700	Concessions Equipment Replacement Fund	\$ 5,278.00	
14720	War Memorial Reserve	\$ 71,101.27	
14820	Gift Fund		
	<b>Total</b>	<b>\$ 121,337.73</b>	

**San Francisco War Memorial**  
**FY 2023-24 Revenue Report - May 31, 2024**

Account		MAY REVENUE	YEAR TO DATE	FY2023-24 Budget	Percent of Budget	LAST YEAR TO DATE
<b>FACILITY RENTAL</b>						
435511	Opera House	\$ 8,285.00	\$ 662,877.37	\$ 543,932.00	122%	\$ 512,930.00
435512	Green Room	35,265.00	\$ 189,425.00	287,351.00	66%	165,865.00
435521	Herbst Theatre	58,035.00	\$ 310,270.00	241,287.00	129%	241,478.00
435531	Davies Symphony Hall	22,265.00	\$ 667,925.00	664,772.00	100%	634,700.80
435542	Wilsey Center	23,230.00	\$ 191,785.06	163,158.00	118%	136,802.50
462891	Zellerbach Rehearsal Hall	1,965.00	\$ 272,055.80	256,063.00	106%	276,685.00
	<b>Sub Total</b>	<b>\$ 149,045.00</b>	<b>\$ 2,294,338.23</b>	<b>\$ 2,156,563.00</b>	<b>106%</b>	<b>\$ 1,968,461.30</b>
<b>OFFICE RENTAL</b>						
435517	San Francisco Ballet (OH)	\$ 2,771.26	\$ 30,483.86	\$ 28,267.00	108%	\$ 29,122.60
435519	San Francisco Opera (OH)	15,982.59	\$ 191,791.08	163,022.00	118%	200,025.12
435539	San Francisco Symphony (DSH)	16,099.20	\$ 177,091.20	164,212.00	108%	166,367.00
435540	Veterans Bldg. Office Rent (SFO)	40,199.22	\$ 482,390.64	410,656.00	117%	417,974.79
462861	Veterans Building Occupancy Fees	10,437.66	\$ 118,467.90	109,570.00	108%	108,030.24
	<b>Sub Total</b>	<b>\$ 85,489.93</b>	<b>\$ 1,000,224.68</b>	<b>\$ 875,727.00</b>	<b>114%</b>	<b>\$ 921,519.75</b>
<b>FOOD/BEVERAGE CONCESSIONS</b>						
435611	Opera House	\$ 63,208.59	\$ 473,258.12	\$ 350,000.00	135%	\$ 323,961.99
435611	Herbst Theatre	7,518.46	\$ 27,971.25	9,749.00	287%	18,896.37
435631	Davies Symphony Hall	26,859.86	\$ 237,712.58	207,132.00	115%	170,423.78
	<b>Sub Total</b>	<b>\$ 97,586.91</b>	<b>\$ 738,941.95</b>	<b>\$ 566,881.00</b>	<b>130%</b>	<b>\$ 513,282.14</b>
<b>PROGRAM CONCESSIONS</b>						
435612	Opera House	\$ -	\$ 34,814.35	\$ 4,000.00	870%	\$ -
435612	Herbst Theatre	141.97	\$ 2,922.37	1,468.00	199%	2,090.23
435632	Davies Symphony Hall		\$ 4,526.18	4,201.00	108%	6,000.43
	<b>Sub Total</b>	<b>\$ 141.97</b>	<b>\$ 42,262.90</b>	<b>\$ 9,669.00</b>	<b>437%</b>	<b>\$ 8,090.66</b>
<b>MISCELLANEOUS REVENUE</b>						
435232	Parking Fees	\$ 1,577.00	\$ 34,828.00	\$ 46,518.00	75%	\$ 32,679.00
462899	Miscellaneous Revenue	30,422.00	\$ 205,353.59	148,171.00	139%	137,688.09
	<b>Sub Total</b>	<b>\$ 31,999.00</b>	<b>\$ 240,181.59</b>	<b>\$ 194,689.00</b>	<b>123%</b>	<b>\$ 170,367.09</b>
	<b>GROSS REVENUE</b>	<b>\$ 364,262.81</b>	<b>\$ 4,315,949.35</b>	<b>\$ 3,803,529.00</b>	<b>113%</b>	<b>\$ 3,581,720.94</b>
	Less 15% War Memorial Reserve	\$ (54,639.42)	\$ (647,392.40)			\$ (537,258.14)
	Payment to War Memorial Commission	(4,450.00)	\$ (48,950.00)			(36,700.00)
	<b>NET REVENUE</b>	<b>\$ 305,173.39</b>	<b>\$ 3,619,606.94</b>			<b>\$ 3,007,762.80</b>
<b>OTHER FUNDS</b>						
435614	Concessions Equipment Replacement	\$ 4,561.86	\$ 36,892.17	\$ -		\$ 32,090.12

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, May 9, 2024**

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, May 9, 2024, at 2:01 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

**Present:** President Horn, Vice President Wilsey, Trustee Gatti, Trustee Kopp (*left at 2:55pm*), Trustee Lui, Trustee Muduroglu, Trustee Newstat, and Trustee Rocco (*left at 3:15pm*)

**Absent:** Trustee Fisher, Trustee Pelosi and Trustee Wright

**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).

**PRESIDENT'S REPORT**

President Horn congratulated the San Francisco Ballet on the conclusion of its terrific first season of programming by the new Artistic Director Tamara Rojo. He remarked on the beautiful production of *Swan Lake* and was excited about the performances bringing new audiences into the Opera House. He also noted that concession revenue increased, due to the programming and collaboration with the resident companies. President Horn also wished the San Francisco Opera a successful summer season.

**MANAGING DIRECTOR'S REPORT**

Managing Director Kate Sofis reported on the ongoing efforts of how to best market the War Memorial venues. She noted that they recently engaged a consultant to assist in efforts to create a marketing communications strategy amplifying the work of the resident companies and outside licensees. She stated that there would be an upcoming all-staff meeting to engage the entire Department in the ongoing work of the Racial Equity steering committee, and looks forward to providing a progress update to the Board in concert with the Board's Racial Equity & Cultural Awareness Committee at a future Board meeting. She noted that the efforts of the steering committee will involve not only opportunities for staff within the Department, but also will focus on the diversity of patrons and licensees coming into the War Memorial venues.



## ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin reported to the Board there have been 51 new rental requests since the last meeting, 39 of which are for the Herbst Theatre. He also noted that the Herbst is rented out almost every day of the month of May. Director Levin also noted that almost all venues are at 100% of projected revenue, outside of The Green Room.

**Approval of Consent Agenda:** Assistant Managing Director Levin stated that items submitted on the Consent Agenda included the minutes of the April 11, 2024, Presentors Liaison Committee Meeting; the minutes of the April 11, 2024, Regular meeting of the Board; Rental Requests for May 9, 2024; and Housekeeping Expenditure Reports for April 2024.

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

### RESOLUTION NO. 24-12

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the April 11, 2024 Presentors Liaison Committee Meeting; the minutes of the April 11, 2024, Regular meeting of the Board; Rental Requests for May 9, 2024; and Housekeeping Expenditure Reports for April 2024, are hereby approved.

### MISCELLANEOUS CORRESPONDENCE

None.

### GOOD AND WELFARE

Trustee Kopp requested that the meeting be adjourned in memory of Paul N. "Pete" McCloskey, a U.S. Marine awarded the Silver Star, elected to the House of Representatives for San Mateo County, and a founder of the Korean War Memorial Foundation. There being no other good and welfare, President Horn closed good and welfare.

### PUBLIC COMMENT

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

### REGULAR ITEMS

**Closed Session: Security of Public Buildings:** President Horn announced that, as noticed on the agenda, the Board would hold a closed session pursuant to California Government Code Section 54957(a) and San Francisco Administrative Code Section 67.10(a) to meet with Frank W. O'Neill, Managing Director for Cybersecurity for Global Security Innovative Strategies (GSIS), to discuss security of the buildings on the War Memorial campus.

President Horn stated that prior to going into closed session, the Board would hear public comment on all matters pertaining to the closed session. President Horn called for any public comment relating to any aspect of this agenda item. There being no public comment, President Horn closed public comment.

President Horn called for a motion whether to enter a closed session to hear the presentation from the security consultant on security matters relating to the San Francisco War Memorial and Performing Arts Center.

On motion of Trustee Muduroglu, seconded by Trustee Gatti, the Board voted to enter closed session:

Yes: Horn, Wilsey, Gatti, Kopp, Lui, Muduroglu, Newstat, and Rocco

No: None.

President Horn announced the Board would enter closed session pursuant California Government Code Section 54957(a) and San Francisco Administrative Code Section 67.10(a) and asked the public to leave the room.

**CLOSED SESSION**

President Horn reconvened the meeting in open session and called for a motion on whether to disclose any or all of the Board's discussions during the closed session. A motion was made by Vice President Wilsey not to disclose the closed session discussion. The motion was seconded by Trustee Lui and passed.

The roll call vote on the motion was:

Yes: Horn, Wilsey, Gatti, Lui, Muduroglu, and Newstat

No: None.

**ADJOURNMENT**

There being no further business, President Horn adjourned the meeting in honor of Paul N. "Pete" McCloskey at 3:21 p.m.

Francesca Cicero  
Board Secretary