

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: July 13, 2023

GREEN ROOM

Charlotte Lawless Maureen Lawless Memorial	July 12, 2023	\$6,000.00
UC Board of Regents Reception & Dinner	July 19, 2023	\$1,150.00
Dineshwar Sahni Reception	September 2, 2023	\$6,500.00
Korean Consulate General Reception	September 26, 2023	\$1,150.00
SF Fleet Week Association Reception	October 5, 2023	\$1,150.00
Ultimate Impact Annual Celebration/Gala	December 9, 2023	\$1,150.00
Pacific Edge Voices Choir Concert	June 14, 2024	\$1,150.00

HERBST THEATRE

Asian America Foundation Miss Asian Global 2023/Beauty Pageant	August 11 & 12, 2023	\$2,600.00
Chamber Music SF Ulysses Quartet/Performance	March 16, 2025	\$1,450.00
Golden Gate Symphony Orchestra 2023-24 Season/Performance	March 17, 2024	\$1,450.00
Consulate General of the Republic of Korea Korean Consulate 70 th Anniversary Celebration/Concert	August 6, 2023	\$1,450.00
Petipa Heritage Foundation 2023 Ballet Gala	September 22 & 23, 2023	\$3,100.00

WILSEY CENTER

SF Ballet 2023-24 Season Orchestra Rehearsals	August 2, 2023	\$750.00
--	----------------	----------

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

ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 6,943,350	\$ 5,862,960	\$ 1,080,390
	Temporary Salaries	\$ 381,958	\$ 635,314	\$ (253,356)
	Premium Pay	\$ 153,945	\$ 132,330	\$ 21,615
	One-Time Salaries Payments	\$ -	\$ 158,288	\$ (158,288)
	Overtime	\$ 254,732	\$ 136,356	\$ 118,376
	Holiday	\$ 102,799	\$ 82,623	\$ 20,176
	Mandatory Fringe Benefits	\$ 3,551,653	\$ 3,186,512	\$ 365,141
Non Personnel Services	Travel	\$ 21,000	\$ -	\$ 21,000
	Fees_Other	\$ 828	\$ 1,100	\$ (272)
	Training	\$ 46,098	\$ 8,120	\$ 37,978
	Employee_Expenses	\$ -	\$ 611	\$ (611)
	Membership_Fees	\$ 3,909	\$ 3,325	\$ 584
	Profesional_Special_Services	\$ 150,728	\$ 227,437	\$ (76,709)
	Maintenance_Services_Build_Struct	\$ 1,484,221	\$ 1,541,086	\$ (56,865)
	Maintenance_Services_Equipment	\$ 65,573	\$ 29,831	\$ 35,742
	Rent_Lease_Equipment	\$ 22,473	\$ 17,455	\$ 5,019
	Other Current Expenses	\$ 120,015	\$ 107,802	\$ 12,213
	Taxes_Licenses_Permits	\$ 209,877	\$ 187,318	\$ 22,559
	Utilities_Telephone	\$ -	\$ -	\$ -
	Materials & Supplies	\$ 347,518	\$ 340,406	\$ 7,112
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	\$ 163,595	\$ -
	GF-City Attorney-Legal Service	\$ 75,000	\$ 42,781	\$ 32,219
	DT Enterprise Tech Contracts	\$ 10,787	\$ 10,787	\$ -
	DT Telecommunications Services	\$ 29,274	\$ 29,097	\$ 177
	GF-GSA-Facilities Mgmt Svcs	\$ 4,192,025	\$ 2,809,128	\$ 1,382,897
	GF-HR-Equal Emplymnt Opportuni	\$ 28,266	\$ 28,266	\$ -
	GF-HR-Mgmt Training	\$ 44,816	\$ -	\$ 44,816
	GF-HR-Workers' Comp Claims	\$ 154,157	\$ 66,777	\$ 87,381
	GF-Chs-Medical Service	\$ 69,386	\$ 408	\$ 68,978
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 17,820	\$ 1,822	\$ 15,997
	Is-Purch-Reproduction	\$ 8,500	\$ 343	\$ 8,157
	GF-Rec & Park-Gardener	\$ 192,882	\$ 152,168	\$ 40,714
	TOTAL OPERATING	\$ 20,474,948	\$ 17,528,621	\$ 2,946,327
14680	Facilities Maintenance	\$ 833,148	\$ 821,340	\$ 11,808
	GRAND TOTAL	\$ 21,308,096	\$ 18,349,961	\$ 2,958,135
10000	Debt Service	\$ 9,520,809	\$ 9,299,077	\$ 221,732
14720	War Memorial Reserve	\$ 1,569,003	\$395,242.96	\$ 1,173,760
14700	Concessions Equip. Repl. Fund	\$ 51,925	\$ 9,846	\$ 42,079

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

Account		JUNE REVENUE	YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
FACILITY RENTAL					
435511	Opera House	\$ 4,150.00	\$ 616,920.00	\$ 590,609.51	\$ 653,711.90
435512	Green Room	24,890.00	206,575.00	105,469.16	313,205.00
435521	Herbst Theatre	57,490.00	311,418.00	165,468.70	407,524.39
435531	Davies Symphony Hall	12,000.00	656,487.80	585,140.00	750,902.05
435542	Wilsey Center	13,870.00	188,275.00	202,297.14	151,810.00
462891	Zellerbach Rehearsal Hall	655.00	318,955.00	246,895.00	294,195.00
OFFICE RENTAL					
435517	San Francisco Ballet (OH)	\$ 5,542.52	\$ 34,665.12	\$ 35,347.94	\$ 18,696.80
435519	San Francisco Opera (OH)	-	216,007.71	180,836.12	165,725.20
435539	San Francisco Symphony (DSH)	32,198.40	198,565.40	166,874.40	171,828.00
435540	Veterans Bldg. Office Rent (SFO)	-	458,174.01	378,571.40	445,143.31
462861	Veterans Building Occupancy Fees	10,437.66	128,905.56	149,679.40	3,251.64
FOOD/BEVERAGE CONCESSIONS					
435611	Opera House	\$ 67,811.57	\$ 427,158.65	\$ 290,798.98	\$ 415,033.51
435611	Herbst Theatre	2,177.98	22,314.20	5,261.14	78,208.69
435631	Davies Symphony Hall	12,442.20	204,028.11	121,614.28	280,178.77
PROGRAM CONCESSIONS					
435612	Opera House	\$ 2,014.07	\$ 2,014.07	\$ 1,288.31	\$ 3,637.11
435612	Herbst Theatre	-	2,090.23	-	4,169.48
435632	Davies Symphony Hall	-	6,000.43	17,791.92	5,998.07
OTHER					
435232	Parking Fees	\$ 3,408.00	\$ 39,578.00	\$ 41,150.50	\$ 45,191.00
462899	Miscellaneous Revenue	34,842.25	187,640.34	80,194.00	264,305.17
GROSS REVENUE		\$ 283,929.65	\$ 4,225,772.63	\$ 3,365,287.90	\$ 4,472,715.09
	Less 15% War Memorial Reserve	\$ (42,589.45)	\$ (633,865.89)	\$ (504,793.19)	\$ (670,907.26)
	Payment to War Memorial Commission	(4,450.00)	(45,600.00)	(33,900.00)	(39,510.00)
NET REVENUE		\$ 236,890.20	\$ 3,546,306.73	\$ 2,826,594.72	\$ 3,762,297.83
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ 3,940.82	\$ 29,978.22	\$ 19,548.86	\$ 37,196.63

**San Francisco War Memorial
FY 2022-2023 Housekeeping Expenditures - June 30, 2023**

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
729562	TK ELEVATOR CORPORATION	\$ 19,874.00	14670
729571	TK ELEVATOR CORPORATION	\$ 12,795.00	14670
729573	TK ELEVATOR CORPORATION	\$ 12,795.00	14670
730532	CORNER OFFICE	\$ 446.48	14670
731234	MCCLURE ELECTRIC INC	\$ 5,892.00	14680
731245	GRAINGER	\$ 3,068.54	14670
731730	D T C GRIP & ELECTRIC INC	\$ 4,398.57	14670
732152	PIPER MURAKAMI	\$ 450.00	14670
732626	PATRICK & CO	\$ 92.06	14670
733573	JCX EXPENDABLES	\$ 210.75	14670
733598	AQUA TREAT CHEMICALS INC	\$ 2,740.64	14670
733624	B B I ENGINEERING INC	\$ 3,287.89	14670
733903	BEARING AGENCIES INC	\$ 658.70	14670
733934	B B I ENGINEERING INC	\$ 76.88	14670
734024	ABCO MECHANICAL CONTRACTORS INC	\$ 7,531.53	14680
734024	ABCO MECHANICAL CONTRACTORS INC	\$ 27,403.47	14690
734032	UNION SERVICE COMPANY INC	\$ 26,200.00	14670
734042	KELLY-MOORE PAINT CO INC	\$ 1,945.43	14670
735113	CHARLES PANKOW BUILDERS LTD	\$ 6,000.00	14670
735227	MCCLURE ELECTRIC INC	\$ 1,705.00	14670
735287	UNION SERVICE COMPANY INC	\$ 15,000.00	14670
	Total	\$ 152,571.94	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$ 111,744.94	
14680	Facilities Maintenance	\$ 13,423.53	
14690	Capital Projects	\$ 27,403.47	
14700	Concessions Equipment Replacement Fund		
14720	War Memorial Reserve		
14820	Gift Fund		
	Total	\$ 152,571.94	

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL BOARD MEETING
Wednesday, June 21, 2023

The Board of Trustees of the War Memorial of San Francisco met in special session on Wednesday, June 21, 2023, at 12:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Kopp, Trustee Muduroglu (*departed 1:28pm*), Trustee Newstat, Trustee Pelosi (*arrived 12:09*), Trustee Rocco, Trustee Wilsey, and Trustee Wright

Absent: Trustee Fisher and Trustee Gatti

Staff Present: Francesca Cicero, Public Information Officer

PRESIDENT'S REPORT

President Horn congratulated the Opera on almost completing their summer 2023 season. He remarked that he had the pleasure of attending the Centennial Concert in the Opera House on June 16, 2023, with three different conductors: Eun Sun Kim, Patrick Summers, and Sir Donald Runnicles. He gave his congratulations to the Opera on behalf of the Board on the Opera's extraordinary season, and said they look forward to the next 100 years.

Retirement of Colleen Burke-Hill: President Horn reported on the retirement of the War Memorial Facilities Manager, Colleen Burke-Hill. Ms. Burke-Hill thanked the Board for the honor and privilege of working for the War Memorial Department and remarked on how astounding the art presented in the War Memorial venue is. President Horn proposed to the Board a resolution to commemorate Ms. Burke-Hill's retirement, which was seconded by Trustee Wilsey, and was unanimously adopted:

RESOLUTION NO. 23-17

Whereas, **COLLEEN BURKE-HILL** will retire on June 30, 2023, following over 21 years of distinguished service to the San Francisco War Memorial and Performing Arts Center; and

Whereas, Colleen began her career with the City and County of San Francisco as the War Memorial Facilities Administrator in November 2001. In this capacity, Colleen worked closely with all War Memorial divisions and tenants on a wide variety of building projects, delivery of building services, and implementation of administrative programs; and

Whereas, Colleen served as the public face of the War Memorial for all building office tenants, maintaining schedules, planning and coordinating facilities maintenance and tenant improvement projects, communicating proactively, and resolving problems promptly and professionally; and

Whereas, As an indispensable part of the management team, Colleen functioned as the Administrative Office Manager, offering comprehensive training and consistent supervision of office and reception staff and services to insure efficient office operations and high standards of public interactions; and

Whereas, In 2008, Colleen assumed responsibility for the development, oversight and implementation of Information Technology capabilities and services at the War Memorial, overseeing technology service providers, developing policies, procedures and training programs to safeguard the Center's IT programs, and efficiently handling IT requests, issues and concerns; and

Whereas, Colleen deftly facilitated audio visual needs for the War Memorial Board of Trustees including the transition to remote meetings of the Trustees during the COVID pandemic; and

Whereas, Colleen was instrumental in developing administrative policies and procedures related to War Memorial performance metrics, on-site parking, and investigation and reporting of City claims; and

Whereas, Colleen's varied skillset, attention to detail, and dedicated efforts have contributed to the War Memorial's mission of providing safe, first-class facilities to promote cultural, educational and entertainment opportunities to residents of and visitors to San Francisco; now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **COLLEEN BURKE-HILL** for her outstanding service to the San Francisco War Memorial and Performing Arts Center, and to extend heartfelt best wishes on the occasion of her retirement.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Acting Managing Director Levin was away on vacation, and President Horn took over in his absence. President Horn stated that items submitted on the Consent Agenda included: the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023.

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

RESOLUTION NO. 23-18

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023 are hereby approved.

Public Employee Appointment / Hiring: Managing Director of the San Francisco War Memorial & Performing Arts Center:

President Horn announced that the work of the Special Hiring Committee has been accomplished, and the Committee would present its recommendation for a new Managing Director of the San Francisco War Memorial and Performing Arts Center to the Board. He stated that, as noticed on the agenda, the Board would hold a closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) to consider the appointment of a candidate as Managing Director (Department Head II) of the San Francisco War Memorial and Performing Arts Center. He noted that if the Board of Trustees votes to convene in closed session, all members of the public and staff will be excused from the meeting room.

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 consider appointment of a new Managing Director of the San Francisco War Memorial and Performing Arts Center.

On motion of Vice President Lui, seconded by Trustee Wilsey, the Board voted to enter closed session:
 Yes: Horn, Lui, Muduroglu, Newstat, Pelosi, Rocco, Wilsey, and Wright
 No: Kopp

President Horn announced the Board would enter closed session pursuant California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) and asked all staff to leave the room.

CLOSED SESSION

President Horn reconvened the meeting in open session and noted that the Board of Trustees generally chooses not to disclose details of matters discussed in closed session. He remarked that the privacy of the candidate and the Board's ability to freely discuss the candidate are paramount. He then 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 Trustee Wilsey not to disclose closed session discussion. The motion was seconded by Vice President Lui and passed.

The roll call vote on the motion was:

Yes: Horn, Lui, Newstat, Pelosi, Rocco, Wilsey, and Wright (Muduroglu departed at 1:28pm and did not vote)
 No: Kopp

President Horn reported that the Trustees voted to make an offer of appointment to a candidate and that the appointment will become effective upon completion of a background check and the candidate's acceptance of the offer. He noted that they would not be releasing the name at this time because it infringes on the privacy rights of candidates, but that a public announcement naming the candidate would be made following those actions.

GOOD AND WELFARE

President Horn thanked staff, the Deputy City Attorney, the Special Hiring Committee, and the Trustees, for their help as the Board navigated the hiring process. There being no further good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business, Chair Horn adjourned the meeting at 1:49 p.m.

Francesca Cicero
 Public Information Officer