

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
BOOKING SUMMARY FOR AUGUST 2025

DAVIES SYMPHONY HALL

Innovation Arts & Entertainment Harry Potter & the Deathly Hallows Part 2	August 7-9, 2026	\$9,645.00 vs. 10% \$21,910.00
--	------------------	-----------------------------------

GREEN ROOM

Alcoholics Rehabilitation Association Fundraiser	October 25, 2025	\$1,225.00
Tango Int'l Tango Day	December 13, 2025	\$1,545.00
Erika Payer Wedding	January 24, 2026	\$3,600.00
UC Law Award Ceremony	April 15, 2026	\$1,225.00
Shane Falcinelli Wedding	August 1, 2026	\$3,800.00
Leon Yuan Wedding	August 8, 2026	\$3,800.00
Karen Vang Wedding	September 19, 2026	\$3,800.00
Helena Wu Wedding Reception	August 28, 2027	\$3,800.00

HERBST THEATRE

Mensch Int'l Foundation Lecture	September 2, 2025	\$1,525.00
The Moth GRANDslam	November 7, 2025	\$1,525.00
Another Planet Strict Scrutiny	March 6, 2026	\$3,050.00
SF Philharmonic Performance	March 21, 2026	\$1,525.00
SHF Administration Event	March 24, 2026	\$1,525.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
BOOKING SUMMARY FOR AUGUST 2025

HERBST THEATRE (cont.)

Cherry Orchard Festival Heart of a Dog	March 28, 2026	\$1,525.00
SF Philharmonic Performance	May 30, 2026	\$1,525.00

WILSEY CENTER

Catwalk for Charitable Causes Charity Fall Show 2025	August 9, 2025	\$2,000.00
SF Arts Commission Panel Conversation (Atrium Theatre)	March 26, 2026	\$900.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2025 - 2026 Appropriations Report - July 31, 2025				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,366,925	\$ 357,173	\$ 7,009,752
	Premium Pay	\$ 153,945	\$ 7,218	\$ 146,727
	Temporary Salaries	\$ 584,196	\$ 26,552	\$ 557,644
	Holiday	\$ 102,799	\$ 7,607	\$ 95,192
	Overtime	\$ 254,732	\$ 18,389	\$ 236,343
	One-Time Salaries Payments	\$ -	\$ -	\$ -
	Mandatory Fringe Benefits	\$ 3,650,688	\$ 140,164	\$ 3,510,524
	Sub Total	\$ 12,113,285	\$ 557,103	\$ 11,556,182
Non Personnel Services	Fees_Other	\$ 100	\$ 100	\$ -
	Training	\$ 5,137	\$ 8,137	\$ (3,000)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,800	\$ (3,800)
	Profesional_Special_Services	\$ 19,531	\$ 38,825	\$ (19,294)
	Maintenance_Services_Build_Struct	\$ 941,274	\$ 964,416	\$ (23,142)
	Maintenance_Services_Equipment	\$ 48,705	\$ 9,963	\$ 38,742
	Rent/Lease-Building/Structure	\$ -	\$ 4,450	\$ (4,450)
	Rent_Lease_Equipment	\$ 6,403	\$ 16,326	\$ (9,923)
	Other Current Expenses	\$ 16,476	\$ 37,895	\$ (21,419)
	Taxes_Licenses_Permits	\$ 189,732	\$ 800	\$ 188,932
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,230,358	\$ 1,084,712	\$ 145,646
	Materials & Supplies	\$ 594,875	\$ 79,900	\$ 514,975
Services of other Departments	Human Resources Modernization	\$ 3,791	\$ -	\$ 3,791
	Diversity Equity Inclusion	\$ 1,371	\$ -	\$ 1,371
	GF-PUC-Light Heat & Power	\$ 2,672,981	\$ -	\$ 2,672,981
	PUC Sewer Service Charges	\$ 141,849		\$ 141,849
	Ef-PUC-Water Charges	\$ 98,800		\$ 98,800
	DT Technology Infrastructure	\$ 178,082		\$ 178,082
	GF-City Attorney-Legal Service	\$ 75,000	\$ -	\$ 75,000
	DT Enterprise Tech Contracts	\$ 28,353	\$ -	\$ 28,353
	DT Telecommunications Services	\$ 33,204	\$ -	\$ 33,204
	GF-GSA-Facilities Mgmt Svcs	\$ 4,735,943	\$ -	\$ 4,735,943
	GF-HR-Equal Employmnt Opportuni	\$ 15,500	\$ -	\$ 15,500
	GF-HRD-SPECIALPROJECTS WO	\$ 280,689	\$ -	\$ 280,689
	GF-HR-Mgmt Training	\$ 21,064	\$ -	\$ 21,064
	GF-HR-Workers' Comp Claims	\$ 163,000		\$ 163,000
	GF-HR-Employmnt Services	\$ 15,067		\$ 15,067
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 8,181	\$ -	\$ 8,181
	Is-Purch-Reproduction	\$ 2,000	\$ -	\$ 2,000
	GF-Rec & Park-Gardener	\$ 198,668	\$ -	\$ 198,668
	GF-Mental Health	\$ 1,581	\$ -	\$ 1,581
	GF-Purch-General Office	\$ 45,952	\$ -	\$ 45,952
	Sub Total	\$ 8,721,076	\$ -	\$ 8,721,076
	TOTAL OPERATING	\$ 22,659,594	\$ 1,721,715	\$ 20,937,879
14680	Annual Capital Improvement Project	\$ 733,695	\$ 44,298	\$ 689,397
	GRAND TOTAL	\$ 23,393,289	\$ 1,766,013	\$ 21,627,276
10000	Debt Service	\$ 9,072,505	\$ 705	\$ 9,071,800
14720	War Memorial Reserve	\$ 609,206	\$236,574	\$ 372,632
14700	Concessions Equip. Repl. Fund	\$ 33,290	\$8,123	\$ 25,166

San Francisco War Memorial
FY 2025-26 Revenue Report - July 31, 2025

Account		JULY REVENUE	YEAR TO DATE	FY2025-26 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 87,822.00	\$ 87,822.00	\$ 634,565.00	14%	\$ 90,167.00
435512	Green Room	-	-	266,741.00	0%	5,210.50
435521	Herbst Theatre	31,417.25	31,417.25	332,281.00	9%	425.00
435531	Davies Symphony Hall	68,839.25	68,839.25	823,810.00	8%	7,794.50
435542	Wilsey Center	425.00	425.00	212,454.00	0%	-
462891	Zellerbach Rehearsal Hall	455.00	455.00	280,102.00	0%	-
	Sub Total	\$ 188,958.50	\$ 188,958.50	\$ 2,549,953.00	7%	\$ 103,597.00
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,491.47	\$ 2,491.47	\$ 35,174.00	7%	\$ 2,491.47
435519	San Francisco Opera (OH)	28,737.92	28,737.92	202,856.00	14%	28,737.92
435539	San Francisco Symphony (DSH)	14,473.80	14,473.80	202,554.00	7%	14,473.80
435540	Veterans Bldg. Office Rent (SFO)	72,433.04	72,433.04	435,295.00	17%	72,433.04
462861	Veterans Building Occupancy Fees	9,403.56	9,403.56	116,144.00	8%	11,049.39
	Sub Total	\$ 127,539.79	\$ 127,539.79	\$ 992,023.00	13%	\$ 129,185.62
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House	\$ -	\$ -	\$ 475,924.00	0%	\$ -
435621	Herbst Theatre	-	-		0%	-
435631	Davies Symphony Hall	-	-	273,776.00	0%	-
	Sub Total	\$ -	\$ -	\$ 749,700.00	0%	\$ -
PROGRAM CONCESSIONS						
435612	Opera House	\$ 6,709.97	\$ -	\$ 8,636.00	0%	\$ -
435622	Herbst Theatre	-	-		0%	-
435632	Davies Symphony Hall	-	-	6,098.00	0%	1,198.66
	Sub Total	\$ 6,709.97	\$ -	\$ 14,734.00	0%	\$ 1,198.66
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 2,381.70	\$ -	\$ 60,280.00	0%	\$ 2,320.50
462871	Patron Screening Fees	-	-	\$ 600,000.00	0%	-
462899	Miscellaneous Revenue	14,281.90	-	205,177.00	0%	2,265.46
	Sub Total	\$ 16,663.60	\$ -	\$ 865,457.00	0%	\$ 4,585.96
	GROSS REVENUE	\$ 339,871.86	\$ 316,498.29	\$ 5,171,867.00	6%	\$ 238,567.24
	Additional Reserve Fund Revenue	\$ 62,147.92	\$ 62,147.92			\$ 42,100.10
	NET REVENUE	\$ 402,019.78	\$ 378,646.21			\$ 280,667.34
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ -	\$ -	\$ -		\$ -

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, July 10, 2025

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:01 p.m. on Thursday, July 10, 2025, in the Trustees' Board Room, War Memorial Opera House, Chair Kopp presiding.

ROLL CALL

Committee Members Present: Chair Kopp, Trustee Gatti, Trustee Newstat, Trustee Rocco and Trustee Wright
Vice President Horn, *ex officio*

Committee Members Absent: President Wilsey, *ex officio*

Staff Present: Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

REGULAR ITEMS

War Memorial Policy Regarding Waivers for Veterans Organizations: Chair Kopp opened the meeting regarding the policy on fee waivers for veterans' organizations renting the venues. Board Secretary Cicero explained there were three documents included in the Board packets – the American Legion War Memorial Commission's "Green Room and Herbst Theatre Fee Waiver Request Policy and Procedures", passed at their July 1, 2025 meeting; a version of the War Memorial Policy from the June meeting that was revised to directly reflect the procedures approved by the American Legion War Memorial Commission; and a redline showing the same.

Chair Kopp asked for public comment. Mitchell Weller gave comment that the definition of non-profit in the policy should be expanded from solely 501(c)3 organizations and Gold Star families would be barred under the policy. CJ Reeves, Chair of the American Legion, urged the Committee to pass the policy and guidelines as set forth in the June Regular Board meeting last month and noted that no Gold Star family had ever been denied access, provided that the event was for veterans. Another veterans advocate from Post 599 gave public comment on veterans' relatives being removed. President Horn noted that is in the American Legion War Memorial Commission's (ALWMC) policy and that the ALWMC speaks for veterans in the War Memorial complex.

Trustee Wright asked how the American Legion War Memorial Commission is appointed. Board Secretary Cicero responded that in 1932, the Board of Trustees requested the Posts name representatives to meet with the Board of Trustees before allowing occupancy of the Veterans' Building. The Board received a resolution from each of the American Legion posts in San Francisco, authorizing the San Francisco County Council to act for those posts in connection with occupancy of the Veterans Building; and the County Council appointed the Commission to conduct its business with the Board of Trustees. Vice President Horn noted that in the 1920's, the American Legion Posts were made beneficiaries to represent veterans' interests under the Trust, which was fought against at the time by non-American Legion veterans organizations. It ultimately went to the San Francisco voters, who approved the Trust and the Charter Amendment establishing the War Memorial. The American Legion War Memorial Commission has the legal authority and responsibility to represent veterans interests in the buildings, which is comprised of the remaining Posts of the American Legion. Any non-American Legion veterans organizations must go through the ALWMC, which has the legal responsibility and authority to speak for veterans interests in the buildings. He noted that the Chair of the ALWMC is asking for the War Memorial policy to be passed.

There was a discussion about IRS codes and non-profit organizations and the benefits that are permitted under the tax code and asked if there were any organizations that had been denied fee waivers. CJ Reeves responded that Post 599 had submitted a request for a fee waiver for the High School for the Arts and the fee waiver was denied by the ALWMC, as the High School for the Arts event was not on behalf of veterans. He stated that another waiver that was granted was for a Casino Night that was on behalf of the American Asian Foundation and Miss Asia Global, who were not veterans-related organizations. Vice President Horn noted that he does not want the Board of Trustees to be in between a Post and a non-Post veterans organization.

Trustee Rocco asked CJ Reeves whether the policy had been passed at the ALWMC meeting and he responded that it was passed by a majority of the members. Vice President Horn remarked that it appeared to be that one side prevailed within the American Legion War Memorial Commission, and the side that did not is now coming to the Board of Trustees asking it to overrule the ALWMC, and moved that the policy with the changes reflected in the American Legion War Memorial Commission's policy, be adopted, which was seconded by Trustee Gatti. Trustee Rocco stated that the policy is not anti-veteran and asked for an amendment that the policy be expanded beyond 501(c)3 organizations and replaced with "nonprofit," and the amendment was adopted. Mitchell Weller stated that he would procure a private determination letter from the IRS.

Christopher Scott from Post 599 made public comment about a fee waiver for the Casino Night. Mitchell Weller explained that the intended beneficiary was Post 599 and veterans were given free admission to the event. Trustee Rocco asked if the Post 599 Commander voted for the ALWMC policy and he answered that he voted for it but that he had not seen the final version presented to the Board. Stefanos Zygomalas stated that this was a problem of communication and clarified that the Casino Night event was voted on by the American Legion War Memorial Commission prior to the event occurring.

Chair Kopp moved to continue the agenda item to the next meeting in August and requested the City Attorney review the pertinent documents and asked for a similar review by the American Legion, which was unanimously approved.

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 additional public comment, Chair Kopp closed public comment.

ADJOURNMENT

There being no further business to come before the Committee, Chair Kopp adjourned the meeting at 2:02 p.m.

Francesca Cicero
Board Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, July 10, 2025

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, June 12, 2025, at 2:04 p.m., in the Trustees' Board Room, War Memorial Opera House, Vice President Horn presiding.

ROLL CALL

Present: Vice President Horn, Trustee Gatti, Trustee Kopp, Trustee Muduroglu, Trustee Newstat, Trustee Rocco, and Trustee Wright

Absent: President Wilsey, Trustee Lam, Trustee Makras, and Trustee Pelosi

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

After requesting the addition of Trustee Makras' name, inadvertently omitted from the draft minutes, on motion of Trustee Kopp, seconded by Trustee Gatti, the following resolution was unanimously adopted:

RESOLUTION NO. 25-18

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the Regular meeting of June 12, 2025, as amended, are hereby approved.

PRESIDENT'S REPORT

Vice President Horn congratulated the San Francisco Opera on the conclusion of their summer season. He also highlighted their first Pride Concert, which concluded the season.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin reported that the San Francisco Opera settled their labor dispute with their orchestra with a two-year contract. He also reported that the mobile donation kiosks the Symphony requested will begin appearing in the Symphony in September.

COMMITTEE REPORT

Veterans Committee: Vice President Horn noted that the Veterans Committee did not come to any decision and the matter been continued to August. Chair Kopp requested the City Attorney review the policy documents

discussed at the meeting to give the office's opinion.

REGULAR ITEMS

War Memorial Security Update: Assistant Managing Director Levin updated the Board on the installation of the Evolv patron screening system and the schedule for implementation this fall in the venues. He also explained that the Department would be working with the resident companies to develop integrated messaging to patrons on the new systems before the seasons open in September.

Budget Update: Director Levin reported that the Departmental Budget is currently with the Board of Supervisors, who will be approving the budget shortly. The War Memorial's budget increased and retained budget in materials and supplies, as well as non-personnel services, in addition to a 5 percent increase for capital projects. He explained that the Department will be working with the Planning Commission and Department of Public Works over the next two fiscal years to complete the modernization of all the Opera House elevators. He also noted that the Department was asked for a 3 percent reduction in salaries and benefits, which was done without any layoffs in the Department.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

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

PUBLIC COMMENT

Mitchell Weller gave public comment on free QR codes for receiving donations. Sherri Young, founder of the African-American Shakespeare Company, gave public comment on the rising costs of renting venues for small arts organizations. CJ Reeves, Chair of the American Legion War Memorial Commission, remarked on the celebration held for the Army's 250th birthday. Stefanos Zygomalas made comment that the Admiral would be visiting for Fleet Week and requested time to take photos. There being no additional public comment, Vice President Horn closed public comment.

ADJOURNMENT

There being no further business, Vice President Horn adjourned the meeting at 2:28 p.m.

Francesca Cicero
Board Secretary

War Memorial Board of Trustees

Background on Authority of American Legion War Memorial Commission and Proposed Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures

8/14/25

Origins of the American Legion War Memorial Commission

- 1) The original August 19, 1921 Trust Agreement established that the Posts of the American Legion were beneficiaries under the original Trust.
- 2) In the Fall of 1932, the Board of Trustees invited the American Legion Posts to name representatives regarding the original allocation of space in the Veterans Building.
- 3) The 25 American Legion Posts authorized the San Francisco City Council of the American Legion Department of California to act for them by creating the American Legion War Memorial Commission. The ALWMC was a standing committee of the County Council, chaired by the County Council Commander.
- 4) The ALWMC has represented the Posts of the American Legion regarding their rights under the Trust for over 90 years.
- 5) The City Attorney has recognized the American Legion War Memorial Commission as the organization that represents the Posts regarding their rights and privileges under the Trust since 1932 (and many times following, including 1987, 2000, 2012).

Thus, it is long-established that the American Legion War Memorial Commission was not created by, nor is a committee of, the City of San Francisco or the Board of Trustees, but a standing committee of the American Legion. **The American Legion War Memorial Commission was created by the Posts specifically for the purposes of asserting the 1921 Trust rights of the Posts with regards to use of the Veterans Building. Further, the ALWMC is the only authorized organization to represent the interests of the Posts and veterans matters regarding their rights under the War Memorial Trust.**

The History of Green Room and Herbst Theater Waivers

In an agreement signed in 1977, control for renting and operating the Herbst Theater and the Green Room was transferred from the American Legion War Memorial Commission to the War Memorial. In return, every two years the War Memorial Board of Trustees authorizes payment to the American Legion War Memorial Commission for relinquishing control of the Herbst Theatre and Green Room to the Department.

In addition to making direct payments to the ALWMC, the War Memorial has also permitted the American Legion War Memorial Commission to apply to have the rent waived for veteran's serving events in the Herbst Theater, the Tom Horn Lounge (a newer space created beneath the Herbst Theater) and the Green Room, at the sole discretion of the Trustees.

The Current Process to Submit/ Approve Veteran's Rental Waiver Requests for the Green Room and Herbst Theaters

The War Memorial Board of Trustees recognizes that the American Legion War Memorial Commission is the sole body empowered to speak for the interests of the Posts and veteran's organizations within the Veteran's Building.

As the current process stands, all rental waiver requests must thus be first be approved by the American Legion War Memorial Commission prior to coming to the Board of Trustees for final approval.

The Board of Trustees defers to their position with respect to the submission of a request for the use of a venue and has empowered the ALWMC to be the arbiter of what does and what does not meet the standards of a veteran's serving event for the purpose of rental waiver requests.

The Matter Before the Board of Trustees

The American Legion War Memorial Commission has found the need to create a more formal set of criteria to assist them in reviewing and approving rental waiver requests.

The "*Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures*" before the Board of Trustees was voted on and adopted by the American Legion War Memorial Commission at their July 1, 2025, Commission meeting.

The War Memorial Board of Trustees is being asked to ratify the *Green Room and Herbst Theatre Fee Waiver Request Policy and Procedures* that the American Legion War Memorial Commission, the sole legitimate body empowered to represent Veteran's interests in the Veteran's Building, has already voted on and adopted.

The War Memorial Board of Trustees is not being asked to weigh in or revise the details of the Waiver Policy and Procedure itself, which remains the purview of the American Legion War Memorial Commission.



American Legion War Memorial Commission
War Memorial Veterans 'Building
401 Van Ness Avenue, Room 101
San Francisco, CA 94102
415-861-4920



GREEN ROOM & HERBST THEATRE FEE WAIVER REQUEST POLICY AND PROCEDURES- 7/1/25

POLICY – The American Legion War Memorial Commission (ALWMC) has an agreement with the War Memorial Board of Trustees (WMBOT) by which certain organizations, with the approval of the ALWMC, may apply for rental fee waivers for events in the Green Room or Herbst Theater. This policy provides the rules under which such waiver requests may be supported by the ALWMC. The following organizations may be eligible to apply for a Green Room rental fee waiver:

1. Veteran-membership organizations composed primarily of U.S.military veterans
2. Veteran-membership organizations composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict.
3. A veteran-membership organization composed primarily of those who served in the Merchant Marines during an era of armed conflict and in an area of potential hostilities during that time.
4. A veteran services organization(“VSO”) that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans.
5. A nonprofit organization dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

PROCEDURES

1. In addition, an organization must be an established nonprofit under the IRS Code.
2. A qualified organization must first contact the Booking Manager for the relevant venue to determine if the date and time for the proposed event is available.
3. Once a date is secured, the requesting organization should submit a formal written request to the ALWMC Chair and event flyer detailing the event's purpose and nature. If more than one organization will benefit from the event, the eligible organization must be the majority beneficiary of any net profits.
4. If the Chair determines the application does not qualify, the ALWMC Chair will provide written notification to both the requesting organization and the

ALWMC.

The organization can appeal a negative decision to the ALWMC if they can provide evidence supporting their qualification for the fee waiver request .

5. If the ALWMC approves the fee waiver request, the ALWMC chair will send a written endorsement reflecting the ALWMC's approval and all supporting documentation to the Secretary of the WMBOT.
6. The WMBOT will consider the request and the ALWMC's endorsement at their next regular meeting.
7. If the WMBOT approves the request, the applying organization will be required to prominently display the qualified organization benefiting from the proceeds in all promotional and marketing materials, and online. Failure to submit marketing materials to the WMBOT may result in rescinding the fee rental waiver.