

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY OCTOBER 2024

WAR MEMORIAL OPERA HOUSE

San Francisco Ballet Nutcracker and 2024-25 Season	December 3, 2024 – May 11, 2025	\$270,395.00
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ZELLERBACH REHEARSAL HALL

Steinway, Inc. Piano Sale	March 26 – 30, 2025	\$7,055.00
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San Francisco Opera Quarter 3 usage	January-March, 2024	\$2,050.00
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San Francisco Opera Quarter 4 usage	April-June, 2024	\$77,630.00
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GREEN ROOM

UC Berkeley CEGA Academic Conference	October 9, 2024	\$1,865.00
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Austrian Consulate San Francisco Austrian National Day Reception	October 29, 2024	\$1,225.00
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Taste of Talent Concert	October 31, 2024	\$1,545.00
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Clarendon Elementary Fundraiser	March 8, 2025	\$1,385.00
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HERBST THEATRE

Abstraction Media, Inc Max Amini 3 rd Show	October 25, 2024	\$3,050.00
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Tutu School (West Portal) Winter Bravo Bash	November 23, 2024	\$1,525.00
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Abayomi Babtunde Lasode Music Video Film Shoot	December 23, 2024	\$1,365.00
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Dance Brigade Peace Concert	January 19, 2025	\$1,525.00
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La Diosa Entertainment Inc Eva Allyon	March 29, 2025	\$1,525.00
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HERBST THEATRE (CONT.)

Assoc. South Asian A Cappella All American AWAAZ	April 5, 2025	\$1,525.00
AIA of San Francisco Design Awards	April 24, 2025	\$1,525.00
Icon Concerts Brian Cox	April 25, 2025	\$3,050.00

WILSEY CENTER

Lamplighters Annual Gala	October 26-27, 2024	\$1,800.00
SF Chamber Orchestra Concert	December 30, 2024	\$1,165.00
SF Opera Guild 2025 Educational Programming	March 3, 2025	\$260.00
SF Chamber Orchestra Mainstage 4: Rising Stars	April 25, 2024	\$900.00

San Francisco War Memorial

Operating Account - 14670

FY 2024 - 2025 Appropriations Report - September 30, 2024

ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 1,369,346	\$ 5,992,630
	Temporary Salaries	\$ 383,427	\$ 167,892	\$ 215,535
	Premium Pay	\$ 153,945	\$ 27,339	\$ 126,606
	One-Time Salaries Payments		\$ 26,978	\$ (26,978)
	Overtime	\$ 254,732	\$ 111,666	\$ 143,066
	Holiday	\$ 102,799	\$ 14,079	\$ 88,720
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 709,379	\$ 2,852,973
	Sub Total	\$ 11,819,231	\$ 2,426,679	\$ 9,392,552
Non Personnel Services	Fees_Other	\$ -	\$ 400	\$ (400)
	Training	\$ -	\$ -	\$ -
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,625	\$ (3,625)
	Profesional_Special_Services	\$ 27,057	\$ 53,579	\$ (26,521)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 821,678	\$ (60,759)
	Maintenance_Services_Equipment	\$ 50,858	\$ 16,371	\$ 34,487
	Rent/Lease-Building/Structure	\$ -	\$ 13,350	\$ (13,350)
	Rent_Lease_Equipment	\$ 6,687	\$ 13,066	\$ (6,379)
	Other Current Expenses	\$ 3,467	\$ 29,726	\$ (26,259)
	Taxes_Licenses_Permits	\$ 189,732	\$ 2,547	\$ 187,185
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 954,342	\$ 87,379
		Materials & Supplies	\$ 224,510	\$ 138,278
Services of other Departments	Human Resources Modernization	\$ 3,770	\$ -	\$ 3,770
	Diversity Equity Inclusion	\$ 1,302	\$ -	\$ 1,302
	GF-PUC-Light Heat & Power	\$ 2,475,534	\$ -	\$ 2,475,534
	PUC Sewer Service Charges	\$ 102,225	\$ 10,183	\$ 92,042
	Ef-PUC-Water Charges	\$ 78,769	\$ 8,301	\$ 70,468
	DT Technology Infrastructure	\$ 174,496	\$ 43,624	\$ 130,872
	GF-City Attorney-Legal Service	\$ 128,618	\$ -	\$ 128,618
	DT Enterprise Tech Contracts	\$ 26,918	\$ -	\$ 26,918
	DT Telecommunications Services	\$ 32,267	\$ -	\$ 32,267
	GF-GSA-Facilities Mgmt Svcs	\$ 4,638,219	\$ -	\$ 4,638,219
	GF-HR-Equal Employmnt Opportuni	\$ 18,876	\$ -	\$ 18,876
	GF-HR-Mgmt Training	\$ 21,064	\$ -	\$ 21,064
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ -	\$ 126,407
	GF-HR-Employmnt Services	\$ 19,527	\$ -	\$ 19,527
	GF-Chs-Medical Service	\$ 6,937	\$ -	\$ 6,937
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 8,181	\$ -	\$ 8,181
	Is-Purch-Reproduction	\$ 8,500	\$ -	\$ 8,500
	GF-Rec & Park-Gardener	\$ 198,668	\$ -	\$ 198,668
	Sub Total	\$ 8,070,279	\$ 62,108	\$ 8,008,171
		TOTAL OPERATING	\$ 21,155,740	\$ 3,581,406
14680	Annual Capital Improvement Project	\$ 730,977	\$ 197,331	\$ 533,646
	GRAND TOTAL	\$ 21,886,717	\$ 3,778,737	\$ 18,107,980
10000	Debt Service	\$ 9,107,330	\$ 1,763,273	\$ 7,344,057
14720	War Memorial Reserve	\$ 1,489,824	\$609,519	\$ 880,305
14700	Concessions Equip. Repl. Fund	\$ 55,916	\$44,520	\$ 11,397

San Francisco War Memorial
FY 2024-25 Revenue Report - September 30, 2024

Account		SEPTEMBER REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 84,847.00	\$ 175,014.00	\$ 619,718.00	28%	\$ 236,675.00
435512	Green Room	17,233.75	\$ 41,288.75	164,254.00	25%	32,560.00
435521	Herbst Theatre	17,879.75	\$ 52,321.75	227,580.00	23%	47,630.00
435531	Davies Symphony Hall	124,716.25	\$ 225,257.04	721,507.00	31%	274,865.00
435542	Wilsey Center	3,893.00	\$ 20,285.25	180,047.00	11%	62,777.50
462891	Zellerbach Rehearsal Hall	10,761.00	\$ 22,686.50	258,171.00	9%	49,030.00
	Sub Total	\$ 259,330.75	\$ 536,853.29	\$ 2,171,277.00	25%	\$ 703,537.50
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,491.47	\$ 7,474.41	\$ 35,174.00	21%	\$ 8,313.78
435519	San Francisco Opera (OH)	14,368.96	\$ 57,475.84	202,856.00	28%	47,947.77
435539	San Francisco Symphony (DSH)	14,473.80	\$ 43,421.40	202,554.00	21%	48,297.60
435540	Veterans Bldg. Office Rent (SFO)	36,216.52	\$ 144,866.08	435,295.00	33%	120,597.66
462861	Veterans Building Occupancy Fees	-	\$ 29,856.51	116,144.00	26%	33,139.80
	Sub Total	\$ 67,550.75	\$ 283,094.24	\$ 992,023.00	29%	\$ 258,296.61
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$3,113.58	\$ 6,524.10	\$ 443,224.00	1%	\$7,504.89
435631	Davies Symphony Hall	10,558.79	\$ 31,208.06	270,776.00	12%	38,081.36
	Sub Total	\$ 13,672.37	\$ 37,732.16	\$ 714,000.00	5%	\$ 45,586.25
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 38.73	\$ 38.73	\$ 6,636.00	1%	\$ -
435632	Davies Symphony Hall	948.60	\$ 6,720.80	5,098.00	132%	-
	Sub Total	\$ 987.33	\$ 6,759.53	\$ 11,734.00	58%	\$ -
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 1,779.05	\$ 11,843.60	\$ 55,000.00	22%	\$ 10,053.00
462899	Miscellaneous Revenue	9,880.40	\$ 21,543.46	175,567.00	12%	41,742.00
	Sub Total	\$ 11,659.45	\$ 33,387.06	\$ 230,567.00	14%	\$ 51,795.00
	GROSS REVENUE	\$ 353,200.65	\$ 897,826.28	\$ 4,119,601.00	22%	\$ 1,059,215.36
	Additional 15% Reserve Fund Revenue	\$ 62,329.52	\$ 157,328.46			\$ (158,882.30)
530110	Payment to War Memorial Commission	(4,450.00)	(13,350.00)			(13,350.00)
	NET REVENUE	\$ 411,080.17	\$ 1,041,804.74			\$ 886,983.06
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 769.26	\$ 1,991.56	-		\$ 4,910.84

MINUTES

WAR MEMORIAL BOARD OF TRUSTEES

RACIAL EQUITY & CULTURAL AWARENESS COMMITTEE / SPECIAL MEETING

Thursday, September 12, 2024

The Racial Equity & Cultural Awareness Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:00 p.m. on Thursday, September 12, 2024, in the in the Trustees’ Board Room, War Memorial Opera House, Chair Wright presiding.

ROLL CALL

Committee Members Present:	Chair Wright, President Horn, Vice President Wilsey, Trustee Muduroglu, and Trustee Newstat
Committee Members Absent:	Trustee Gatti and Trustee Lui
Staff Present:	Kate Sofis, Managing Director; and Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

Staff Report on War Memorial Equity and Inclusion: Chair Wright opened the meeting inviting Managing Director Kate Sofis to present to the Trustees on the work the Department has done towards its equity and inclusion goals. Director Sofis introduced the staff steering committee and thanked them for their work on behalf of the Department. She noted that many larger City departments have a dedicated staff member or team of employees who work on equity issues full-time. She noted that as a smaller department, the War Memorial does not have the headcount to provide a full-time staff person focusing on equity, so a team of staff members volunteer their time, and the department has engaged a consultant to work on facilitating some of the equity work within the Department. She reviewed the accomplishments of the Department including redesigned signage, gender-neutral language in all contracts, land acknowledgments, increased parking access, and increased outreach to diverse Bay Area arts organizations for all War Memorial job announcements. There was a discussion about the current limitations of hiring due to the civil service requirements of the City. Director Sofis noted that the staff equity steering committee is focusing on equity and inclusion broadly, as both a function of internally within the Department, but also on inclusion and belonging for guests, patrons, and licensees of the War Memorial. She discussed some of the initiatives include solutions for gender inclusive restrooms within the buildings as well as the installation of lactation pods for staff.

Trustee Muduroglu emphasized that the most important part of equity work is taking action, and that people feel that their voices are being heard. Trustee Newstat thanked staff for their work and remarked that part of inclusion is accessibility and asked about whether the companies considered giving away free tickets. Vice President Wilsey noted that her work supporting Free Saturdays at the Fine Arts Museums has been very successful in getting thousands of new visitors to the museums who then become members. Trustee Newstat mentioned she would be very interested in seeing the data on those increases in membership. The Committee discussed the impact of programs such as Opera in the Park, which allows families to attend in a casual outdoor environment and how it encourages patrons to attend a performance in the Opera House. Director Sofis suggested it might be helpful to convene the companies together specifically around the topic of price accessibility. Jane Garland, a member of the security staff and staff Inclusive War Memorial steering committee, suggested multilingual signage that promotes the \$10 standing room tickets at the Opera House. Chair Wright thanked staff for their work on the work they are doing on behalf of the Department.

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 Wright closed public comment.

ADJOURNMENT

There being no further business, Chair Wright adjourned the meeting at 1:59 p.m.

Francesca Cicero
Board Secretary

DRAFT

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES

REGULAR BOARD MEETING

Thursday, September 12, 2024

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, September 12, 2024, at 2:05 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, Trustee Muduroglu, Trustee Newstat, Trustee Rocco and Trustee Wright

Absent: Trustee Fisher, Trustee Lui, 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

On motion of Trustee Gatti, seconded by Trustee Newstat, the following resolution was unanimously adopted:

RESOLUTION NO. 24-17

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the July 11, 2024, Regular meeting of the Board are hereby approved.

PRESIDENT'S REPORT

President Horn congratulated the San Francisco Opera on its successful opening night of *Un Ballo in Maschera* on Friday, September 6, 2024. He also remarked on the many thousands of people who attended Opera in the Park on Sunday, September 8. He reported that the Opera has reached an accord with the Opera musicians to extend the current contract to the end of September. He also wished the Symphony the best for their opening gala with Lang Lang on September 25.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis reported on some of the summer projects including updates to the North Stage Door entrance, as well as security updates to both the back and front of houses planned for the future. She reported that the security working group has been putting together a Request for Proposal for the patron screening system. She also reviewed some of the revenue numbers and reported that The Green Room bookings were increasing. Director Sofis also reported on changes to the San Francisco Performing Arts Center Foundation leadership, in order to comply with the upcoming changes to ethics legislation. She noted that the structure of the Foundation was

previously mandated to be five directors, three of which were required to be Board of Trustee members, with two at-large directors. She noted that the Foundation Board voted to increase the at-large directors to three and reduce the Board of Trustee members to two. She recognized Trustee Gatti for offering to resign his Trustee seat of the Foundation and thanked him for his service. She noted that the new at-large member is Brett Waxdeck, a longtime patron of the War Memorial and a musician. Director Sofis also stated that they will be drafting a Memorandum of Understanding between the Foundation and the Department, in order to codify the relationship between the two entities, of which the Board of Trustees will approve the business terms.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin highlighted some of the recent rental bookings, totaling over \$420K in revenue since the last meeting. Director Sofis also noted that Global Gourmet has partnered with the Opera to pilot a prix-fixed dining option for *Tristan & Isolde* called the Harmony Feast. Director Levin also thanked the engineering, custodial, and technical teams for all the work they do in the buildings during August, while the venues are dark. He also responded to a question about rentals in the Herbst Theatre that bookings there are currently about 90% compared to pre-COVID times.

COMMITTEE REPORT

Racial Equity & Cultural Awareness Committee: President Horn invited Chair Wright to report on the Racial Equity & Cultural Awareness Committee meeting. Chair Wright reported that departmental staff have been meeting on a regular basis to address equity and inclusion and emphasized the need to work with the resident company equity departments to coordinate efforts, and to receive more frequent updates on the important work that staff is doing.

REGULAR ITEMS

Proposition D & Ethics Commission Legislation: President Horn invited Director Sofis to report on the upcoming changes to legislation, with the passage of Proposition D in March 2024. She reported that the City Attorney has advised the Board that Trustees are able to also be members of the boards of the resident companies. Secretary Cicero reminded the Board that Trustees need to recuse themselves from votes that involve business regarding the resident companies upon which they sit. Director Sofis noted that employees of the arts and culture departments can accept a ticket, including a guest, to observe a performance to see the impact of their work in how the War Memorial operates. She noted that this is an important equity issue, as most employees of the department accepting tickets are on the security, custodial, and engineering teams. She explained that moving forward Trustees will be able to accept one ticket to a performance to fulfill a documented business purpose. She stated that if Trustees would like to purchase a ticket for a guest, the resident company will assist the Trustee with completing that purchase directly with the respective box office.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

Chair Wright thanked Managing Director Sofis and her team for their commitment to inclusivity and equity at the War Memorial. There being no further good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business, President Horn adjourned the meeting at 2:41 p.m.

Francesca Cicero
Board Secretary

DRAFT