

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, October 10, 2024**

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, October 10, 2024, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

- Present: President Horn, Vice President Wilsey, Trustee Fisher, Trustee Gatti, Trustee Kopp, Trustee Lui, Trustee Muduroglu, Trustee Newstat
- Absent: Trustee Pelosi, Trustee Rocco, 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. She noted that there was a request for accommodations made prior to the meeting and only that person would be permitted to make remote public comment.

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 Kopp, seconded by Trustee Newstat, the following resolution was unanimously adopted:

**RESOLUTION NO. 24-18**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of both the September 12, 2024, Regular meeting of the Board and September 12, 2024, Racial Equity & Cultural Awareness Committee meeting are hereby approved.

**PRESIDENT'S REPORT**

President Horn congratulated the San Francisco Symphony on its opening gala concert starring Lang Lang on September 25, 2024, and wished them the best with the upcoming season. President Horn reminded the Board there will be a lunch directly prior to the December 12, 2024, Board meeting, which will be publicly noticed.

**MANAGING DIRECTOR'S REPORT**

Managing Director Kate Sofis updated the Board on the security protocols that the War Memorial has been working on with the three resident companies. She mentioned projects that are in the works including an integrated radio system across the War Memorial campus, and unified emergency response protocol. She reported that the Department has selected a patron screening system and is working in conjunction with the City's Office of Contract Administration to procure the Evolve system, which is the same screening system in use at the Lincoln

Center and the Hollywood Bowl, as well as the San Francisco International Airport, who just completed an extensive RFP for that system. She explained that this will mean additional security personnel in the future, and she will update the Board as she receives more information. The Board agreed that it is important to collaborate with the resident companies as well as other venues in the surrounding neighborhood on safety and emergency measures.

Director Sofis also reported that CJ Reeves was re-elected as Chair of the American Legion War Memorial Commission on October 1, 2024. She complemented him on the activations of the Veterans Trophy Room, including many different art exhibits for the public to enjoy. She also reported that five members of the extended War Memorial campus have been nominated for the San Francisco Examiner's inaugural "San Franciscan of the Year" award including: San Francisco Ballet's Tamara Rojo, Trustee Dede Wilsey, the Opera's Board President Jack Calhoun, the Opera's Music Director Eun Sun Kim, and War Memorial Managing Director Kate Sofis.

### **ASSISTANT MANAGING DIRECTOR'S REPORT**

Assistant Managing Director Rob Levin highlighted that there was an event with Secretary Hilary Clinton at Davies Symphony Hall. He reported that even with the extensive security requirements, the event was a successful one and thanked the entire War Memorial and SF Symphony staff for the collaborative effort. He also noted that there would be an updated Building and Grounds Policy at the next Board meeting.

### **BOARD SECRETARY REPORT**

Board Secretary Cicero reminded the Board that the Ethics Proposition D legislation goes into effect on October 12. She also reminded the Board of their training requirements due by the end of the calendar year.

### **COMMITTEE REPORT**

President Horn invited Chair Kopp of the Veterans Committee to provide a report to the Board regarding the Veterans Committee meeting.

**Veterans Committee Report:** Trustee Kopp reported that the Committee considered the proposed renewal agreement between the War Memorial and American Legion War Memorial Commission under which an annual sum is paid by the War Memorial to the Commission.

Trustee Kopp stated that the agreement stems from the 1977 transfer of management and control of what is now the Herbst Theatre and The Green Room from the Commission to the Trustees in exchange for a more assured source of income. He noted this income helps cover the Commission's office expenses related to administering Veterans Building space allocated for veterans' use. He reported that each of the original 1977 agreement and 21 subsequent renewal agreements specified an annual sum to be paid by the Trustees to the Commission from Herbst Theatre rental revenues based on the Commission's needs and requirements at the time.

Director Sofis stated that the proposed renewal agreement covers the two-year period of 2025-26 and that rather than an annual sum, as has been paid in the past, each year Trustees will pay the Commission 15% of gross revenue of the Herbst Theatre, for a total of \$53,400, which is the same as the 2023-24 contract amount. Director Sofis also noted that the Legion will now be able to carry-forward funds into the following year, if not expended, and a force majeure clause was included in case something like another pandemic occurs. She stated that this agreement was also passed by the American Legion War Memorial Commission. Chair Kopp noted the Veterans Committee also recommended approval of the draft renewal agreement prepared by staff.

On motion of Trustee Kopp, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 24-19

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the two-year renewal of agreement between the War Memorial Board of Trustees and American Legion War Memorial Commission, effective January 1, 2025, is hereby approved.

**REGULAR ITEMS**

**Update on War Memorial Capital Projects:** President Horn invited War Memorial Building and Grounds Superintendent Kevin Kelly to address the Board on the capital projects happening on the War Memorial campus. Mr. Kelly first introduced his chief engineers Rich Rogers and Alex Krivtsov. He noted that engineering operates, maintains, repairs the mechanical and electrical equipment within the facilities including HVAC/R, lighting, electrical, fire alarm, and plumbing. He explained that in the buildings there are still various pieces of original equipment, including boilers and stage lifts, and are serviced by the San Francisco Port. He noted some of the completed projects include the solar panels on the Opera House and Davies Symphony Hall roofs, controlled and operated by the PUC, and the panels provide 8-10% of the electrical energy in the buildings. He noted that the fire alarm panels have been replaced throughout the buildings and the Opera House transformers have been replaced to provide more consistent lighting to the Opera House. He also explained that due to monies received from the federal government for a Shuttered Venue Operators Grant, they were able to update the air handlers in Davies Symphony Hall. Mr. Kelly updated the Board on the Opera House elevator modernization project which should be completed by fiscal year 2026-27 and Davies Symphony Hall elevator modernization which will begin January 2025 and be completed by June 2025. Director Sofis noted that much of the budget process is balancing the need for large-scale capital projects, such as the replacement of the Opera House mansard roof, versus determining which projects may require repairs in the meantime to keep the buildings operational. She explained that elevator repair is one of the largest budgeted items and getting these elevators modernized is critical to the functioning of the venues as a public gathering space.

Mr. Kelly highlighted some future projects including replacement of the sound dishes in Davies Symphony Hall and the Opera House mansard roof replacement. He noted that the mansard roof is still currently in scope development and budget estimations, and he hopes the work will start in 2025.

**MISCELLANEOUS CORRESPONDENCE**

None.

**GOOD AND WELFARE**

Trustee Kopp highlighted Vice President Wilsey and Managing Director Kate Sofis as candidates for the “San Franciscan of the Year” in the San Francisco Examiner. Trustee Wilsey noted that the 100<sup>th</sup> Anniversary of the Legion of Honor will be celebrated on Veterans Day weekend, and the museum and exhibitions are free to the public, Saturday through Monday. There being no further good and welfare, President Horn closed good and welfare.

**PUBLIC COMMENT**

Trustee Fisher stated that with regards to the Racial Equity Committee meeting that happened in September, she believes that in addition to “free” days at the venues/Opera in the Park, having multilingual information and media around the programs being offered are critical with regard to their impact on future ticket purchases and encouraging people to visit venues.

Jacob Peltoniemi from Global Gourmet introduced himself to the Trustees as the new Director of Operations and is looking forward to elevating the patron experience in the future.

Michael Petrelis gave public comment expressing concerns about the San Francisco Symphony Board and their approach to current labor disputes.

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

**ADJOURNMENT**

There being no further business, President Horn adjourned the meeting at 3:10 p.m.

A handwritten signature in black ink, appearing to be 'fG' with a long horizontal stroke extending to the right.

Francesca Cicero  
Board Secretary