

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY: NOVEMBER 2024

DAVIES SYMPHONY HALL

The Wild Faery Company Attack on Titan	April 16, 2025	\$3,215.00
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ZELLERBACH REHEARSAL HALL

Festival Napa Valley Rehearsals	October 16, 2024	\$1,000.00
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GREEN ROOM

Health Right 360 Fundraising Breakfast	December 3 & 4, 2024	\$2,450.00
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DPH Reception	December 10, 2024	\$2,025.00
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Kaiser Permanente Retirement Dinner	January 11, 2025	\$1,225.00
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Hanson Bridgett Law Firm Reception Dinner	January 24, 2025	\$2,200.00
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SF Contemporary Music Players Fundraiser	February 20, 2025	\$1,225.00
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Elaine Burrell Fundraiser	April 5, 2025	\$3,000.00
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UC Law San Francisco Award Ceremony	April 15, 2025	\$1,225.00
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The American Institute of Architects Awards Ceremony	April 24, 2025	
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American Legion Casino Night	May 10, 2025	\$1,545.00
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Ali Littman Wedding	July 5, 2025	\$3,000.00
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Malia Okamura Wedding	August 30, 2025	\$3,000.00
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Milaan Foundation Gala	September 12, 2025	\$1,225.00
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SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY: NOVEMBER 2024

HERBST THEATRE

San Francisco Performances 30 Herbst Theatre Performances	September 26, 2025 – May 1, 2026	\$45,660.00
Another Planet Watch What Crappens	January 24, 2025	\$3,050.00
Words on Dance On Stage Conversation	January 27, 2025	\$1,525.00
The Long Now Foundation Audrey Tang	February 14, 2025	\$1,525.00
The Moth Bay Area GrandSLAM	April 17, 2025	\$1,525.00
Center for Asian America Media CAAMFest 2025	March 8, 2025	\$1,525.00
Asian America Foundation Miss Asian Global 2025	August 8 – 9, 2025	\$3,050.00
SF Philharmonic Concert	October 4, 2025	\$1,525.00
SF Gay Men's Chorus Sing for a Cure	November 7, 2025	\$1,525.00
SF Opera Meet the Adler's	November 21, 2025	\$1,525.00
Philharmonia Baroque Orchestra Concert	February 6, 2026	\$1,525.00
Chamber Music SF Concert	March 28, 2026	\$1,525.00
SF Performances Claire Chase	April 8, 2026	\$1,525.00

WILSEY CENTER

SF Opera Film Screening & Reception	November 3, 2024	\$265.00
Symphony Parnassus Concert	November 24, 2024	\$900.00
SF Dept on Status of Women Meeting	December 9, 2024	\$900.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY: NOVEMBER 2024

WILSEY CENTER (CONT.)

African American Shakespeare Company Conference	January 6 – 11, 2025	\$4,700.00
Hanson Bridgett Law Firm Meeting	January 24, 2025	\$3,750.00
SF Opera Exec Committee Meeting	February 12-14, 2025	\$795.00
Theatre Bay Area Spring Soiree	April 28, 2025	\$1,100.00
Dance Film SF Film Screening/Reception	October 23, 2025	\$1,165.00
SF Philharmonic Concert	December 13, 2025	\$1,165.00
SF Opera EU 2026	March 18 – 20, 2026	\$600.00
San Francisco Performances Jason Vieaux & JIJ	March 28, 2026	\$900.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2024 - 2025 Appropriations Report - October 31, 2024				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 1,869,043	\$ 5,492,933
	Temporary Salaries	\$ 383,427	\$ 222,817	\$ 160,610
	Premium Pay	\$ 153,945	\$ 38,175	\$ 115,770
	One-Time Salaries Payments		\$ 62,903	\$ (62,903)
	Overtime	\$ 254,732	\$ 147,153	\$ 107,579
	Holiday	\$ 102,799	\$ 14,079	\$ 88,720
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 971,122	\$ 2,591,230
	Sub Total	\$ 11,819,231	\$ 3,325,292	\$ 8,493,939
Non Personnel Services	Fees_Other	\$ -	\$ 400	\$ (400)
	Training	\$ -	\$ 5,137	\$ (5,137)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,625	\$ (3,625)
	Profesional_Special_Services	\$ 27,057	\$ 68,240	\$ (41,182)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 779,820	\$ (18,901)
	Maintenance_Services_Equipment	\$ 50,858	\$ 16,311	\$ 34,546
	Rent/Lease-Building/Structure	\$ -	\$ 17,800	\$ (17,800)
	Rent_Lease_Equipment	\$ 6,687	\$ 14,339	\$ (7,652)
	Other Current Expenses	\$ 3,467	\$ 28,952	\$ (25,485)
	Taxes_Licenses_Permits	\$ 189,732	\$ 3,777	\$ 185,955
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 938,401	\$ 103,320
	Materials & Supplies	\$ 224,510	\$ 163,584	\$ 60,926
Services of other Departments	Human Resources Modernization	\$ 3,770	\$ 943	\$ 2,828
	Diversity Equity Inclusion	\$ 1,302	\$ 326	\$ 977
	GF-PUC-Light Heat & Power	\$ 2,475,534	\$ 42,328	\$ 2,433,206
	PUC Sewer Service Charges	\$ 102,225	\$ 19,101	\$ 83,124
	Ef-PUC-Water Charges	\$ 78,769	\$ 15,463	\$ 63,306
	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	\$ 1,047,803	\$ 3,590,416
	GF-HR-Equal Emplymnt Opportuni	\$ 18,876	\$ -	\$ 18,876
	GF-HR-Mgmt Training	\$ 21,064	\$ -	\$ 21,064
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ 45,208	\$ 81,199
	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	\$ 55,132	\$ 143,536
	Sub Total	\$ 8,070,279	\$ 1,269,927	\$ 6,800,351
	TOTAL OPERATING	\$ 21,155,740	\$ 5,697,204	\$ 15,458,536
14680	Annual Capital Improvement Project	\$ 730,977	\$ 320,370	\$ 410,607
	GRAND TOTAL	\$ 21,886,717	\$ 6,017,574	\$ 15,869,143
10000	Debt Service	\$ 9,107,330	\$ 1,763,273	\$ 7,344,057
14720	War Memorial Reserve	\$ 1,650,507	\$ 793,041	\$ 857,466
14700	Concessions Equip. Repl. Fund	\$ 55,916	\$ 55,789	\$ 127

San Francisco War Memorial
FY 2024-25 Revenue Report - October 31, 2024

Account		OCTOBER REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 484.50	\$ 175,498.50	\$ 619,718.00	28%	\$ 236,675.00
435512	Green Room	8,797.50	\$ 50,086.25	164,254.00	30%	45,180.00
435521	Herbst Theatre	11,891.50	\$ 64,213.25	227,580.00	28%	74,350.00
435531	Davies Symphony Hall	11,305.00	\$ 236,562.04	721,507.00	33%	284,005.00
435542	Wilsey Center	12,999.57	\$ 33,284.82	180,047.00	18%	62,777.50
462891	Zellerbach Rehearsal Hall	59,551.00	\$ 82,237.50	258,171.00	32%	65,980.00
	Sub Total	\$ 105,029.07	\$ 641,882.36	\$ 2,171,277.00	30%	\$ 768,967.50
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,491.47	\$ 9,965.88	\$ 35,174.00	28%	\$ 13,856.30
435519	San Francisco Opera (OH)	-	\$ 57,475.84	202,856.00	28%	79,912.95
435539	San Francisco Symphony (DSH)	14,473.80	\$ 57,895.20	202,554.00	29%	64,396.80
435540	Veterans Bldg. Office Rent (SFO)	-	\$ 144,866.08	435,295.00	33%	200,996.10
462861	Veterans Building Occupancy Fees	9,403.56	\$ 39,260.07	116,144.00	34%	43,577.46
	Sub Total	\$ 26,368.83	\$ 309,463.07	\$ 992,023.00	31%	\$ 402,739.61
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$ 45,766.24	\$ 52,290.34	\$ 443,224.00	12%	\$ 41,932.84
435631	Davies Symphony Hall	-	\$ 31,208.06	270,776.00	12%	50,177.67
	Sub Total	\$ 45,766.24	\$ 83,498.40	\$ 714,000.00	12%	\$ 92,110.51
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 302.83	\$ 341.56	\$ 6,636.00	5%	\$ 1,279.10
435632	Davies Symphony Hall	-	\$ 6,720.80	5,098.00	132%	-
	Sub Total	\$ 302.83	\$ 7,062.36	\$ 11,734.00	60%	\$ 1,279.10
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 1,237.60	\$ 13,081.20	\$ 55,000.00	24%	\$ 13,373.00
462899	Miscellaneous Revenue	9,043.15	\$ 30,586.61	175,567.00	17%	60,573.59
	Sub Total	\$ 10,280.75	\$ 43,667.81	\$ 230,567.00	19%	\$ 73,946.59
	GROSS REVENUE	\$ 187,747.72	\$ 1,085,574.00	\$ 4,119,601.00	26%	\$ 1,339,043.31
	Additional 15% Reserve Fund Revenue	\$ 33,131.95	\$ 190,460.41			\$ (200,856.50)
530110	Payment to War Memorial Commission	(4,450.00)	(17,800.00)			(17,800.00)
	NET REVENUE	\$ 216,429.67	\$ 1,258,234.41			\$ 1,120,386.81
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 9,140.56	\$ 11,132.12	\$ -		\$ 7,030.25

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, October 10, 2024

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:00 p.m. on Thursday, October 10, 2024, in the Trustees' Board Room, War Memorial Opera House, Chair Kopp presiding.

ROLL CALL

Committee Members Present: Chair Kopp, Trustee Gatti, and Trustee Newstat
President Thomas E. Horn, *Ex officio*

Committee Members Absent: Trustee Rocco and Trustee Wright,

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

REGULAR ITEMS

Proposed Renewal of Agreement with American Legion War Memorial Commission:

Chair Kopp stated that the item up for consideration by the Committee was renewal of the Agreement between the War Memorial and the American Legion War Memorial Commission. Chair Kopp noted that the renewal agreement under consideration 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, and the Commission's relinquishing two basement rooms to the Museum of Modern Art. He pointed out the agreement was made in exchange for the Commission receiving a more assured source of income to help cover the Commission's office expenses related to administering Veterans Building space allocated for veterans' use.

Chair Kopp remarked 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. He noted the last renewal agreement covered the 2-year period from January 1, 2023, to December 31, 2024, and the Committee would now consider a proposed 22st renewal of the agreement for a 2-year period effective January 1, 2025.

Chair Kopp stated that documents distributed to Trustees include a Staff Report, which provides a history of this agreement and a staff recommendation for the January 1, 2025, renewal, a draft of the proposed 2-year renewal agreement, and a recent history of the sums paid by the Trustees to the Commission as a percentage of Herbst Theatre revenue.

Upon invitation from Chair Kopp, Director Sofis reviewed the documents provided to the Committee. She noted that staff recommended a two-year renewal agreement for calendar years 2025 and 2026 to change from an annual sum, as had been done in the past, to an amount that is a percentage of the gross revenue of the Herbst Theatre. She stated that the 15% figure represents the percentage that is currently being paid out as an annual sum to the American Legion. She also noted another change would be that the Legion would now be able to carry-forward funds that are not expended by the end of the year. President Horn noted that this would allow the Legion to accumulate funds for special projects.

Director Sofis further reported that the terms of the proposed renewal agreement have been agreed upon by the American Legion War Memorial Commission. Chair Kopp invited American Legion War Memorial Commission Chair CJ Reeves to address the board. Mr. Reeves agreed that these are welcome changes to the

agreement and the Legion voted in favor of the agreement at their October 1, 2024, meeting. Director Sofis noted that the Herbst, while not back to pre-pandemic levels, has been increasing with various new licensees renting the space.

Following discussion, and on motion of Trustee Newstat, seconded by Trustee Gatti, the following recommendation was unanimously adopted:

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve the proposed two-year renewal agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission effective January 1, 2025, as recommended by staff.

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 Kopp closed public comment.

ADJOURNMENT

There being no further business to come before the Committee, Chair Kopp adjourned the meeting at 1:27 p.m.

Francesca Cicero
Board Secretary

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 100th 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.

Francesca Cicero
Board Secretary

DRAFT

October 30, 2024

Kate Sofis
Managing Director
War Memorial Performing Arts Center
401 Van Ness Avenue
San Francisco, CA 94102

Dear Kate,

The San Francisco Symphony requests authorization to utilize \$110K of DSH Hall Improvement Fees to make necessary improvements to theatrical systems, front of house safety, ADA compliance and operational efficiency. The total fees collected as of 6/30/24 is \$1.5M. The three projects are summarized below.

The first project is to replace/upgrade the two DSH spotlights, both of which are over forty years old. One of the two has units been out of service for many months, awaiting parts. As a result, the SFS has been forced to rent a replacement when two follow spots are required. This is problematic for both budgetary and color-matching reasons. This project would upgrade both spotlights to the latest generation of LED spotlight technology, reducing overall operating and maintenance costs. The total cost of this project is estimated to be \$50K.

The second project is to replace and enhance the front of house usher two-way radios and safety team radios. The current radios are over fifteen years old and beginning to fail. In addition, the project would provide every usher with a radio and headset to improve overall communications and safety. This project is in alignment with the ongoing campus-wide communication upgrades. The total cost of this project is estimated to be \$50K.

The third and final project is to demolish and rebuild the DSH coat check counter for both operational efficiency and ADA compliance. The current counter is likely original to DSH and in need of improvement. The project would replace the existing counter with one that is ADA compliant and movable to allow for the easy transport of program boxes. The total cost of this project is estimated to be approximately \$10K.

We look forward to coordinating with War Memorial staff to complete these important projects as soon as possible. As always, thank you for your continued support.

Sincerely,



Andrew Dubowski
Senior Director of Operations

San Francisco War Memorial and Performing Arts Center EXTERIOR GROUNDS USAGE POLICY

The San Francisco War Memorial and Performing Arts Center is a “charitable trust department” under Article V of the San Francisco Charter. Under the War Memorial Trust Agreement of 1921, as amended, (the “Trust”) the City’s War Memorial Board of Trustees have charge over the War Memorial and Performing Arts Center and the adjacent grounds. The Center consists of four City-owned buildings: the War Memorial Veterans Building, the War Memorial Opera House, Louise M. Davies Symphony Hall, and Zellerbach Rehearsal Hall. The Trust also includes the Veterans Memorial monument, adjacent courtyard and tree lined recessed pathways leading to the memorial situated between the Veterans Building and Opera House (the “Memorial Court”). There are three beneficiaries of the Trust: the San Francisco Posts of the American Legion, the San Francisco Museum of Modern Art, and the San Francisco Symphony. War Memorial and Performing Arts Center exterior grounds usage must be related to Trust beneficiary activities or to scheduled activities at one of the Trust buildings, or otherwise be consistent with this policy. The buildings and grounds of the War Memorial and Performing Arts Center are not public fora.

The purpose of this policy is to promote a tranquil and contemplative environment at the Memorial Court which was dedicated by the people of San Francisco to our Nation’s veterans in honor of their service and sacrifice.

(a) **Applicability.** This policy applies to the land and buildings set aside for the San Francisco War Memorial and Performing Arts Center under the Trust. This policy does not apply to any of the sidewalks adjacent to the Performing Arts Center that are outside of the jurisdiction of the War Memorial Board of Trustees.

(b) **Building entrances.** Blocking building entrance areas, entrance steps, platforms or access ramps, and walkways, or otherwise obstructing or impeding the free flow of pedestrian traffic in such areas is prohibited.

(c) **Driveways and parking areas.** Blocking parking areas or driveways or otherwise obstructing or impeding the approved vehicle flow in such areas is prohibited, except as approved by ~~the War Memorial Board of Trustees~~ staff under this policy. Approved exceptions are required to follow guidelines set-forth by War Memorial staff.

(d) **Admission lines.** Blocking or otherwise obstructing or impeding the free flow of patron admission lines is prohibited.

(e) **Littering.** Littering on Center property including entrance areas, entrance steps, platforms and access ramps and any surrounding areas is prohibited.

(f) **Building and grounds surfaces.** To preserve and protect the historic fabric of the War Memorial buildings and grounds, drawing, painting, or applying any form of marking directly on any surfaces of the buildings or grounds is strictly prohibited. This policy extends to all interior and exterior surfaces.

~~(fg)~~ **Demonstrations, special events and casual grounds use.**

(1) **Use requirements.**

(i) **Casual grounds use.** Casual grounds use by visitors or tourists which is otherwise reasonably consistent with the protection and use of the Center's grounds is permitted under this policy.

(ii) **Special events.** Requests to use the Center's exterior grounds for special events must be approved in advance by the War Memorial Board of Trustees and must be related to Trust beneficiary activities or to scheduled activities in the War Memorial Opera House, Veterans Building or Louise M. Davies Symphony Hall. Special event usages will be subject to usage fees annually adopted by the Board of Trustees. Special event requests must be submitted in writing to the War Memorial administrative office to be calendared for consideration by the War Memorial Board of Trustees. The Board shall approve a request if it is reasonably consistent with the protection and use of the Center's grounds and the other requirements of this section (f).

(iii) **Memorial Court.** To maintain the honor and dignity of the Memorial Court, the War Memorial Board of Trustees does not permit demonstrations, rallies or special events in the Memorial Court, except for ~~uses~~ [special events authorized by War Memorial staff](#) related to veterans and their families.

~~*Adopted by the War Memorial Board of Trustees November 9, 2017.*~~



ESA-PEKKA SALONEN
Music Director

MICHAEL TILSON THOMAS
Music Director Laureate

HERBERT BLOMSTEDT
Conductor Laureate

PRISCILLA B. GEESLIN
Chair

MATTHEW SPIVEY
Chief Executive Officer

November 8, 2024

Kate Sofis
Managing Director
War Memorial Performing Arts Center
401 Van Ness Avenue
San Francisco, CA 94102

Dear Kate,

The San Francisco Symphony requests authorization to evaluate a new fundraising opportunity during our concerts. DipJar, [linked here](#), is a small, portable donation device that allows concert attendees to donate to the Symphony with a simple swipe of their credit card. The donation amounts can be set in advance by us or determined by the donor from a range of pre-set options, ensuring a quick, seamless transaction. Images of the two device types that are available for rent can be found below.

As you know, the Symphony is on a critical path to stabilize our finances and secure our future through a series of programmatic adjustments and investment in a range of revenue generating efforts. We are eager to test this new fundraising opportunity, and if deemed successful by the Symphony, will continue its use. We hope this new program both inspires concert attendees to become donors, and for those already giving, increases their volume of contributions annually to benefit the organization.

I look forward to sharing details, while answering any additional questions, at the upcoming War Memorial Board of Trustees Meeting. Thank you in advance for your consideration of this request.

Best regards,

Rachel Kirley
Deputy Director, Development and Individual Giving



Sample Device #1 –
Classic Version



Sample Device #2 –
Pro Version