

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: December 8, 2022

DAVIES SYMPHONY HALL

Another Planet Jay Shetty	March 7, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
Another Planet Jay Shetty – POTENTIAL 2 ND SHOW	March 8, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
Brian Martin Whose Live Anyway	August 19, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum

GREEN ROOM

Asian Art Foundation Cultural Event & Dinner	January 7, 2023	\$1,470.00
Verline Culinary Academy Fundraiser Dinner	February 4, 2023	\$1,550.00
Sherman Elementary School PTA Annual Fundraiser	March 11, 2023	\$1,790.00
Second Community Parent Association Clarendon Elementary Fundraiser	March 18, 2023	\$1,260.00
Structural Engineers Association of Nor Cal Awards Ceremony Dinner	May 2, 2023	\$1,150.00
How Women Lead Awards Ceremony Dinner	October 18, 2023	\$1,150.00

HERBST THEATRE

SF Conservatory of Music 2023 Commencement	May 19, 2023	\$1,450.00
Schoolyard Rap Our Story	Jan 26-27, 2023	\$9,800.00
American Asian Women Association Concert for the Spring Festival	Jan 29, 2023	\$1,450.00
SFJazz The Maria Schneider Orchestra	March 2, 2023	\$1,450.00
Chamber Music SF Season concerts	March 10, 2024 & May 17, 2024	\$2,900.00

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RENTAL REQUESTS: December 8, 2022

KQED Live KQED Live Presents Kim Stanley Robinson	March 15, 2023	\$1,450.00
Abstraction Media Max Amini Live	April 7, 2023	\$2,900.00
APA Heritage Foundation APA Heritage Awards 2023	May 3, 2023	\$1,450.00
UCSF Dentistry Commencement 2023	June 12, 2023	\$1,450.00
SF Contemporary Music Players Young Composer Project	June 21-23, 2023	\$3,650.00
Cherry Orchard Festival I am Here	June 30, 2023	\$1,450.00

WILSEY CENTER

Symphony Parnassus Season Concerts	Jan 29 & April 2, 2023	\$1,720.00
SF Contemporary Music Players Concert	April 13, 2023	\$860.00
Ye Feng Dance Annual Gala	January 22, 2023	\$1,150.00

San Francisco War Memorial
FY 2022 - 2023 Appropriations Report - November 30, 2022

Account	DESCRIPTION	YTD		
		REVISED APPROPRIATION	ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 6,943,350	\$ 2,331,833	\$ 4,611,517
505010	Temporary Salaries	\$ 381,958	\$ 282,043	\$ 99,915
509010	Premium Pay	\$ 153,945	\$ 51,710	\$ 102,235
510210	One-Time Salaries Payments	\$ -	\$ 120,651	\$ (120,651)
511010	Overtime	\$ 254,732	\$ 57,692	\$ 197,040
501070	Holiday	\$ 102,799	\$ 34,118	\$ 68,681
513000	Mandatory Fringe Benefits	\$ 3,551,653	\$ 1,247,911	\$ 2,303,742
521030	Air Travel	\$ 6,000	\$ -	\$ 6,000
521050	Non-Air Travel	\$ 15,000	\$ -	\$ 15,000
522000	Training	\$ 46,098	\$ 8,120	\$ 37,978
523010	Auto Mileage // Local Field Expense	\$ -	\$ -	\$ -
524010	Membership Dues	\$ 3,909	\$ 3,150	\$ 759
527090	Special Inspection & Testing Services	\$ 10,184	\$ 17,119	\$ (6,936)
527610	Systems Consulting	\$ 17,000	\$ 7,460	\$ 9,540
527990	Other Professional Services	\$ 124,372	\$ 127,522	\$ (3,150)
528010	Scavenger Service	\$ 225,940	\$ 131,330	\$ 94,609
528030	Pest Control	\$ 51,643	\$ 33,643	\$ 18,000
528910	Elevator Service	\$ 278,639	\$ 245,924	\$ 32,715
528990	Other Building Maintenance Services	\$ 928,000	\$ 966,268	\$ (38,268)
529110	Data/Word Processing Maintenance	\$ 15,000	\$ -	\$ 15,000
529990	Other Equipment Maintenance	\$ 50,573	\$ 29,320	\$ 21,253
531000	Equipment Lease/Rental	\$ 22,473	\$ 19,672	\$ 2,801
535000	Other Current Expenses (535000-535990)	\$ 120,015	\$ 72,642	\$ 47,373
540000	Materials & Supplies	\$ 347,518	\$ 257,253	\$ 90,265
552110	Taxes (Community Benefit District)	\$ 175,434	\$ 173,779	\$ 1,655
552115	Sales Tax	\$ 1	\$ 1	\$ -
552210	Fees, Licenses and Permits	\$ 34,442	\$ 4,596	\$ 29,846
581015	Human Resources Modernization	\$ 4,600	\$ 1,150	\$ 3,450
581016	Diversity Equity Inclusion	\$ 1,721	\$ 430	\$ 1,291
581051	PUC - Light, Heat and Power	\$ 1,391,362	\$ 278,888	\$ 1,112,474
581063	PUC - Sewer Service	\$ 98,661	\$ 65,718	\$ 32,943
581064	PUC - Water	\$ 89,280	\$ 48,110	\$ 41,170
581140	DT - Technology Projects	\$ 42,139	\$ -	\$ 42,139
581210	DT - Technology Infrastructure	\$ 163,595	\$ 40,899	\$ 122,696
581270	City Attorney - Legal Services	\$ 75,000	\$ -	\$ 75,000
581325	DTIS - Enterprise Agreement	\$ 10,787	\$ -	\$ 10,787
581360	DTIS - Telephone Services	\$ 29,274	\$ 7,983	\$ 21,291
581410	GSA - Custodial Services	\$ 4,192,025	\$ 960,892	\$ 3,231,133
581430	GF-HR-Equal Emplmnt Opportuni	\$ 28,266	\$ 7,067	\$ 21,200
581450	DHR - Management Training	\$ 44,816	\$ -	\$ 44,816
581460	DHR - Workers Compensation	\$ 154,157	\$ 11,614	\$ 142,543
581570	DPH - Medical Services/Training	\$ 69,386	\$ 207	\$ 69,179
581580	DPH - Toxic Waste & Haz. Mat Svcs.	\$ 17,820	\$ -	\$ 17,820
581820	Purchasing - Reproduction	\$ 8,500	\$ -	\$ 8,500
581880	Rec. Park - Gardener Services	\$ 192,882	\$ 53,259	\$ 139,623
TOTAL OPERATING		\$ 20,474,948	\$ 7,699,973	\$ 12,774,975
14680	Facilities Maintenance	\$ 833,148	\$ 523,189	\$ 309,959
067ACP	Capital Improvements	-	-	-
067ACP	Capital Equipment	-	-	-
GRAND TOTAL		\$ 21,308,096	\$ 8,223,162	\$ 13,084,934
10000	Debt Service	\$ 9,520,809	\$ 2,420,354	\$ 7,100,455
14720	War Memorial Reserve	\$ 1,569,003	\$ 396,888	\$ 1,172,115
14700	Concessions Equip. Repl. Fund	\$ 51,925	\$ 6,308	\$ 45,618

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

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
669797	XTECH	\$ 1,627.91	14670
670312	SIEMENS INDUSTRY INC	\$ 5,843.15	14680
670321	WIRELESS VOICE & DATA INC	\$ 398.71	14670
670885	UNITED CALIFORNIA GLASS & DOOR	\$ 6,180.92	14670
671934	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	\$ 606.14	14670
672008	UNITED CALIFORNIA GLASS & DOOR	\$ 2,137.00	14680
672267	JCX EXPENDABLES	\$ 1,665.24	14670
672281	GRAINGER	\$ 7,435.83	14670
672547	ALAMEDA ELECTRICAL DISTRIBUTORS INC	\$ 3,736.70	14670
672550	WIRELESS VOICE & DATA INC	\$ 1,975.95	14670
672608	GRAINGER	\$ 2,349.31	14670
673224	ERGONOMIC SEATING & PRODUCTS INC	\$ 2,641.87	14670
673252	KELLY-MOORE PAINT CO INC	\$ 6,406.39	14670
674263	MCCLURE ELECTRIC INC	\$ 4,870.00	14670
674273	GRAINGER	\$ 2,906.24	14670
675483	PATRICK & CO	\$ 84.41	14670
675485	WIRELESS VOICE & DATA INC	\$ 3,120.33	14670
675762	STAPLES BUSINESS ADVANTAGE	\$ 116.22	14670
675934	XTECH	\$ 1,895.51	14670
675956	CORNER OFFICE	\$ 5,073.47	14670
676795	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	\$ 100,000.00	14690
676796	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	\$ 23,000.00	14680
676801	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	\$ 7,500.00	14680
	Total	\$ 191,571.30	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$ 53,091.15	
14680	Facilities Maintenance	\$ 38,480.15	
14690	Capital Projects	\$ 100,000.00	
14700	Concessions Equipment Replacement Fund	\$ -	
14720	War Memorial Reserve	\$ -	
14820	Gift Fund	\$ -	
	Total	\$ 191,571.30	

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

Account		NOVEMBER REVENUE	YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
FACILITY RENTAL					
435511	Opera House	\$ 172,640.00	\$ 297,980.00	\$ 217,710.52	\$ 342,206.90
435512	Green Room	13,540.00	97,340.00	40,849.16	223,175.00
435521	Herbst Theatre	45,955.00	127,005.00	99,064.70	304,125.00
435531	Davies Symphony Hall	24,350.00	261,660.80	241,045.00	391,045.15
435542	Wilsey Center	2,720.00	83,925.00	141,707.14	79,780.00
462891	Zellerbach Rehearsal Hall	59,260.00	126,760.00	161,385.00	191,015.00
OFFICE RENTAL					
435517	San Francisco Ballet (OH)	\$ 2,771.26	\$ 13,856.30	\$ 15,668.28	\$ 11,218.08
435519	San Francisco Opera (OH)	-	104,129.58	60,242.08	80,992.92
435539	San Francisco Symphony (DSH)	16,099.20	80,496.00	75,852.00	71,595.00
435540	Veterans Bldg. Office Rent (SFO)	-	176,779.47	151,688.56	214,985.40
462861	Veterans Building Occupancy Fees	10,437.66	54,015.12	49,232.10	1,625.82
FOOD/BEVERAGE CONCESSIONS					
435611	Opera House	\$ 21,422.53	\$ 65,548.13	\$ -	\$ 132,642.22
435611	Herbst Theatre	82.12	10,460.19	-	37,570.01
435631	Davies Symphony Hall	10,500.49	42,489.77	-	117,206.87
PROGRAM CONCESSIONS					
435612	Opera House	\$ -	\$ -	\$ 544.85	\$ 200.03
435612	Herbst Theatre	-	1,200.72	-	1,924.96
435632	Davies Symphony Hall	-	1,560.58	-	5,532.02
OTHER					
435232	Parking Fees	\$ 1,577.00	\$ 15,033.00	\$ 17,780.50	\$ 20,108.00
462899	Miscellaneous Revenue	25,082.99	69,744.09	19,708.00	124,225.92
GROSS REVENUE		\$ 406,438.24	\$ 1,629,983.75	\$ 1,292,477.89	\$ 2,351,174.30
Less 15% War Memorial Reserve		\$ (60,965.74)	\$ (244,497.56)	\$ (193,871.68)	\$ (352,676.15)
Payment to War Memorial Commission		(3,150.00)	(15,750.00)	(12,500.00)	(16,080.00)
NET REVENUE		\$ 342,322.51	\$ 1,369,736.19	\$ 1,086,106.21	\$ 1,982,418.16
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ 1,587.21	\$ 5,377.22	\$ -	\$ 14,286.46

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
PRESENTORS LIAISON COMMITTEE / SPECIAL MEETING

Monday, November 7, 2022

The Presentors Liaison Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 5:30 p.m. on Monday, November 7, 2022, in the Trustees' Board Room, War Memorial Opera House, Chair Wilsey presiding. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, some members of the public also attended this meeting remotely.

ROLL CALL

Committee Members Present: Chair Wilsey, President Horn, and Trustee Fisher
Committee Members Absent: Trustee Pelosi
Staff Present: John Caldon, Managing Director, and Rob Levin, Executive Secretary

Global Gourmet Catering Request for Price Increases to Food and Beverage Items:

Chair Wilsey noted that prior to the meeting, members of the Presentors Liaison Committee received a letter from Global Gourmet Catering requesting consideration and approval to update the pricing of concessions items. She stated that price increases were last approved by this Board in September 2021. She remarked that Trustees also received a chart of proposed food and beverage prices, which compared the current pricing to Global Gourmet's new proposed pricing, included detailed information regarding the impact of inflation on Global Gourmet's costs, and showed the costs of comparable food and beverage items from restaurants in the area.

Chair Wilsey then invited Garo Eldemir, Director of Concessions for Global Gourmet, and Gina Robak, General Manager of Global Gourmet, to present the request to the Committee.

Mr. Eldemir stated that increased prices due to inflation, coupled with the reduced schedule of performances, as well as the policy prohibiting drinks in the auditorium, have contributed to the adverse financial impacts being felt by Global Gourmet. He noted that the projections in the proposed increases were made as conservatively as possible to match other businesses in the neighborhood. He stated that he also provided information illustrating the increase to Global Gourmet's food and beverage product costs, which shows some item costs having increased by as much as 125 percent. Mr. Eldemir stated that Global Gourmet is asking for an average increase of 21.4 percent, so as to stay in line with the neighborhood.

Ms. Robak noted that their Executive Chef has been operating in these buildings for over 22 years and has built a great rapport with suppliers, which allows Global Gourmet to purchase high quality food at a competitive price. She also reported that the cost of gas has increased, which affects delivery costs, and that minimum wage increased on July 1, 2022, from \$16.32 to \$16.99, which also has an impact. Mr. Eldemir further noted that service staff who work more than thirteen (13) shifts in a month, are eligible to receive Union healthcare, which also increases costs.

President Horn raised the concern that Global Gourmet would be pricing itself out of the neighborhood. Mr. Eldemir responded that a direct comparison to restaurants is difficult as Global Gourmet can operate only when there are performances, which makes achieving profitability even more challenging than in restaurants.

Chair Wilsey asked about the availability of hot entrees in the North Box Bar. Mr. Eldemir responded that generally in the North Box Bar, food is served room temperature due to logistics and further responded that past attempts to serve hot food in that location have been unsuccessful.

Trustee Fisher inquired about whether raising prices might also have the unintended consequence of lowering demand. Mr. Eldemir noted that that is always a concern. He responded that Global Gourmet had researched and calculated the proposed increases based on its costs as well as the environment, which includes a convenience factor for those attending performances. Mr. Eldemir noted that there are items on the menu that they do keep at a low price specifically for people to have an option at a lower price point, like a grab-and-go salad or coffee and tea, where something like the buffet or an entrée in the North Box Bar would be priced as more of a luxury.

Trustee Fisher cautioned Global Gourmet to communicate these increases to audiences clearly and in advance, and to be mindful that the buildings are civic institutions. Director Caldon noted that the timing on these increases was intended to coincide with the upcoming Ballet season, so prices would not change during Opera season.

President Horn acknowledged that it is a difficult position to be the exclusive concessionaire in a space that is only open certain nights of the week, which leaves limited time to sell product. President Horn noted that the Board could approve the proposed pricing increases to give Global Gourmet flexibility while it monitors how the prices might affect their patronage. Mr. Eldemir noted that Global Gourmet is currently operating at a loss due to multiple factors, including raised costs and lower attendance, and noted the opportunity of the upcoming "Nutcracker" season to recoup losses, which would help Global Gourmet sustain its quality of service for patrons.

Director Caldon confirmed that Global Gourmet's profit and loss statements demonstrate they are currently operating at a loss every month except December, and that last fiscal year it was "Nutcracker" that allowed Global Gourmet to break even. Chair Wilsey and Mr. Eldemir further discussed issues related to the temperature of entrees served in the North Box Bar.

Following discussion, on motion of President Horn and seconded by Trustee Fisher, the Presentors Liaison Committee voted unanimously to recommend to the full Board approving Global Gourmet's request for price increases to food and beverage items.

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 Wilsey closed public comment.

ADJOURNMENT

There being no further business, Chair Wilsey adjourned the meeting at 5:55 p.m.

Rob Levin
Executive Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE

Wednesday, November 10, 2022

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:45 p.m. on Thursday, November 10, 2022, in the Trustees' Board Room, War Memorial Opera House, Chair Kopp presiding. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, some members of the public also attended this meeting remotely.

ROLL CALL

Committee Members Present: Chair Kopp, Trustee Newstat, Trustee Rocco, Trustee Wright, President Thomas E. Horn, *Ex officio* and Vice President Gorretti Lo Lui, *Ex officio*

Committee Members Present: Trustee Gatti
(on video)

Committee Members Present: Trustee Pelosi
(telephonically)

Non-Committee Members Present: Trustee Wilsey

Staff Present: John Caldon, Managing Director and Rob Levin, Executive 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 also stated that the Staff Report provided to Trustees included membership data from 2018 regarding the San Francisco Posts of the American Legion. He continued that prior to the meeting, staff requested updated information from the Commission and learned there are currently 10 Posts and 506 veteran members. Staff also learned that the Commission has a membership goal of 900 and is working on recruitment efforts.

Chair Kopp remarked that each of the original 1977 agreement and 20 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 1-year period from January 1, 2022, to December 31, 2022 and the Committee would now consider a proposed 21st renewal of the agreement for a 2-year period effective January 1, 2023.

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, 2023 renewal, a draft of the proposed 2-year renewal agreement, War Memorial staff's worksheet for the American Legion War Memorial Commission 2023-24 budget with staff recommendations, and a history of the sums paid by the Trustees to the Commission over the last 45 years.

Upon invitation from Chair Kopp, Director Caldon reviewed the documents provided to the Committee. He noted that staff recommended a two-year renewal agreement for calendar years 2023 and 2024 with an annual sum of \$53,400 to be paid to the Commission by the War Memorial annually. He continued that this amount is based on the Commission's actual expenditures from 2019, which is the most recent pre-pandemic year to which comparison can be made, and the projected actual expenses from the current year. Director Caldon noted that the Commission also requested to increase the amount of time their single staff member works from 25 hours per week to 32 hours per week. He also highlighted that these annual funds will be in addition to the War Memorial's in-kind support of \$425,000 per year, which includes space use, custodial and other support services.

Director Caldon further reported that the terms of the proposed renewal agreement have been agreed upon by the American Legion War Memorial Commission through Chair Courtney Ellington.

Vice President Lui inquired about whether these increases were reflected in the departmental budget. Director Caldon responded that staff is drafting its budget for the next two fiscal years and that the cost will be reflected as a decrease in the projected earned revenue from rentals of the Herbst Theatre. He distinguished this from the \$425,000 of in-kind support, which is not a cash outlay.

Trustee Wright asked about the staff member and whether they were responsible for activation of the building. Director Caldon responded that the Commission is responsible for managing all veterans' activities in the building and that Chair Ellington had requested the funds for additional staff time to have someone who can more effectively assist her with increased recruitment efforts, as she is anticipating that activity levels will continue to increase post-pandemic. Director Caldon noted that this increase would also provide the Department with greater access to someone for questions related to veterans' space utilization.

Trustee Wright asked how the \$53,400 amount was reached and whether the Commission's expectations about usage are realistic. Trustee Rocco noted that a similar situation occurred at the Marines Memorial post-COVID, and that without adequate staff time one cannot increase activity levels. Trustee Rocco stated that he thought it a good idea to have a person in the Commission office for additional time and to then review at a future date whether that helped to increase activity.

Following discussion, and on motion of Trustee Rocco, seconded by Chair Kopp, 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, 2023, 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 2:00 p.m.

Rob Levin
Executive Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, November 10, 2022

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, November 10, 2022, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, some members of the public also attended this meeting remotely.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Kopp, Trustee Muduroglu, Trustee Newstat,
(in person) Trustee Rocco, Trustee Wilsey, and Trustee Wright

Present: Trustee Gatti
(remote on video)

Present: Trustee Pelosi
(telephonically)

Absent: Trustee Fisher

Staff Present: John Caldon, Managing Director, and Rob Levin, Executive Secretary

PRESIDENT'S REPORT

Trustee Paul Pelosi: President Horn began the meeting by acknowledging how happy he was to have Trustee Pelosi attending telephonically. Trustees joined with President Horn expressing their own well wishes of support. Trustee Pelosi acknowledged there is a long road of recovery ahead of him and thanked Trustees for their support.

90th Anniversary Celebration: President Horn remarked on the 90th Anniversary Celebration held Sunday, October 23, 2022, in The Green Room. He noted it was a lovely celebration attended by many Trustees, War Memorial staff, veterans, state Senator Scott Weiner, and Supervisor Rafael Mandelman.

President Horn noted that all three resident companies offered remarks and contributed incredible performances that truly demonstrated so much of what makes the War Memorial special. He thanked everyone who attended and contributed, in particular War Memorial staff for their planning and execution of a very successful event.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Director Caldon stated that items submitted on the Consent Agenda included: the minutes of the Regular Board Meeting held on October 13, 2022; Rental Requests for November 10, 2022; and the Resolution Adopting Findings to Allow Teleconferenced Meetings Under California Government Code.

On motion of Vice President Lui, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 22-22

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the Regular Board Meeting held October 13, 2022; Rental Requests for November 10, 2022; and the Resolution Adopting Findings to Allow Teleconferenced Meetings Under California Government Code are hereby approved.

Staffing Report: Director Caldon reported on current staffing levels in the Department. He noted that there were hiring challenges created by COVID, including the ongoing impact of the hiring freeze instituted by the mayor at the outset of the pandemic, and stated that all City departments are experiencing an historic level of understaffing. He referred to an article in the San Francisco Chronicle that reported the median average number of days it takes a City department to hire an employee is 255 days, which is due to the complex interaction of bureaucratic requirements imposed by the Department of Human Resource, union collective bargaining agreements, and the Civil Service Commission.

Director Caldon reported that the Department is budgeted to have 70 full-time employees and is currently staffed at 62 full-time employees, 19 of whom have been hired since the pandemic began in March 2020. Those 19 hires represent approximately 31 percent of the department's full-time staff, an historic amount of turnover for the department. He thanked War Memorial staff for working hard to cover the responsibilities of vacant positions, and expressed gratitude for managing hiring processes to Donna D'Cruz, Director of Finance and Administration, Jenna Lee, Human Resources Analyst, and Becky Yeung, Payroll Clerk.

Vice President Lui inquired about which division has been most impacted by the hiring issues. Director Caldon responded the Engineering Department was half-staffed at the outset of the pandemic and hiring freeze. He noted that this was less of a problem when the buildings were closed but became significantly challenging as they were reopened for performances and events. Director Caldon thanked Buildings and Grounds Superintendent Kevin Kelly for his efforts to schedule engineers and keep the buildings in full operation during a difficult time. He further remarked that the Department still needs to hire two Chief Engineers and noting how critical these positions are to the maintenance and operation of the buildings, expressed optimism that the hiring list for Chief Engineers may be posted in the next month.

Trustee Muduroglu asked about the morale of staff considering this report. Director Caldon responded that due to the onboarding of recent new-hires, and staffs' ability to now take time off, he senses an increase in morale.

SECRETARY'S REPORT

Housekeeping Expenditures: Executive Secretary Levin stated that items submitted on the Revenue, Appropriations, and Housekeeping Expenditure reports for October 2022 were distributed to Trustees.

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

RESOLUTION NO. 22-23

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the October 2022 Housekeeping Expenditure Reports are hereby approved.

Secretary Levin also reported that on Sunday the Symphony hosted the Israeli Philharmonic, which was peacefully protested by a group standing outside the box office on Grove Street. He thanked security for the additional help during that event. President Horn also remarked that while the protests were audible, it was a great concert, and with the extra security provided, there were no issues.

Secretary Levin also noted that on Monday, Live Nation produced a well-sold audience at Davies Symphony Hall. He remarked that rental activity in the large venues has been slower to rebound than in the Herbst Theatre. He surmises that many presenters may be apprehensive of making such a big investment in a venue with as many seats to fill as Davies Symphony Hall and was encouraged to see so many people the Live Nation concert having a great time.

COMMITTEE REPORTS

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 20 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.

Trustee Kopp stated that the proposed renewal agreement covers the two-year period of 2023-24 and that for each year Trustees would pay to the Commission a total of \$53,400. He noted that this direct support is in addition to annual in-kind support to the San Francisco Posts of the American Legion valued at approximately \$425,000 per year.

Trustee Kopp reported that the Veterans Committee reviewed several documents, including staff's report and worksheet for the Commission's 2023-24 budget. Trustee Kopp stated that following discussion, the Veterans Committee voted unanimously to recommend approval of renewal of the agreement with the American Legion War Memorial Commission for the two-year period of 2023-24 and the payment by the Trustees to the Commission of \$53,400 annually. He noted the Committee also recommended approval of the draft renewal agreement prepared by staff, which contains substantively the same terms and conditions as the current renewal, with exception of the addition of language acknowledging this Board's resolution passed in November 2022 to eliminate the not-to-exceed amount from the renewal agreement.

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

RESOLUTION NO. 22-24

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, 2023, is hereby approved.

President Horn then invited Chair Wilsey of the Presentors Liaison Committee to provide a report to the Board regarding the Presentors Liaison Committee meeting.

Presentors Liaison Committee Report: Chair Wilsey reported that the item on the Committee's agenda was a request from Global Gourmet Catering to increase prices for concessions items and noted that price increases were last approved by the Board in September 2021.

Chair Wilsey stated that Global Gourmet presented information to support its request, including the impacts of inflation and minimum wage increases on labor and operations expenses, the increase in costs of food and beverage products, and how Global Gourmet's sales have been affected by the decreased number of performances and tickets being sold when compared to pre-pandemic activity levels in the buildings.

Chair Wilsey reported that the Committee had a robust conversation with Global Gourmet, encouraging them to closely monitor sales following enactment of the price increases to ensure there are no adverse impacts. She further encouraged Global Gourmet to continue monitoring prices at bars and restaurants in Hayes Valley to ensure Global Gourmet's pricing remains consistent with the neighborhood.

Chair Wilsey stated that following discussion, the Committee voted unanimously to recommend approval of Global Gourmet Catering's proposed pricing.

Vice President Lui mentioned the proposed price for the buffet, which if approved would constitute a 43% price increase. She expressed her hope that patrons would understand the need to raise prices due to inflation and continue to patronize the offerings. Chair Wilsey stated that she was also surprised by how much the cost of ingredients, such as sugar, eggs, and limes, have increased due to inflation and supply chain issues.

President Horn invited Garo Eldemir, Director of Concessions for Global Gourmet Catering, to address the Board. Mr. Eldemir stated that in addition to costs of ingredients, wages have also increased, and that while the average increase for Global Gourmet's proposed pricing is 21%, the average of their increased costs is between 50-75%. He stated that the requested price increases are conservative and that he hopes they will be enough to sustain operations.

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

RESOLUTION NO. 22-25

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Global Gourmet's proposed pricing is hereby approved.

REGULAR ITEMS

Budget FY 2023-24 & 2024-25: President Horn stated that the War Memorial's two-year budget for Fiscal Years 2023-24 and 2024-25 is due to the Mayor's Office of Public Policy and Finance in February 2023. He referred the matter to the Budget and Finance Committee so the budget may be developed and considered by the Board and he requested that the Committee meet as required to review and consider budget recommendations.

Consideration of Loan Agreement with SFMoMA: President Horn noted that there are four sculptures on the exterior grounds of the War Memorial, which staff recently restored using funds provided by the federal government through the Shuttered Venue Operators Grant.

President Horn stated that two of the pieces are owned by SF MoMA, including "Balanced/Unbalanced T" by Fletcher Benton on the Grove Street terrace of Davies Symphony Hall and "Hiro 2" by Peter Voulkos on the Van Ness lawn of the Veterans Building. He remarked that SF MoMA approved restoration of these two sculptures and has requested that the War Memorial enter into a loan agreement to govern their stewardship going forward.

He referred the matter to the Building Committee and requested that the Committee meet to consider this item.

GOOD AND WELFARE

Trustee Wilsey remarked that she was grateful to have Trustee Pelosi join the meeting. President Horn reported that November 10 is the birthday of the Marine Corps and acknowledged and thanked Trustee Rocco for his service. Trustee Rocco shared that the Marine Corps is 247 years strong today. Trustee Kopp announced that the following day is Veterans Day, which began in 1919 as Armistice Day, commemorating the end of World War I. Trustee Pelosi thanked the Board of Trustees for their kindness and support of him and his family during this difficult time and said he looks forward to being back in person. There being no further good and welfare, President Horn closed good and welfare.

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.

President Horn stated that during COVID-19 health emergency while Trustees are meeting remotely, members of the public may address the Board by emailing their public comment to WarMemorialBoard@sfgov.org or by leaving public comment as a voicemail at 415-554-6377 in advance of Board meetings. President Horn also invited the public to leave additional public comment until 12:00 p.m. on War Memorial Board meeting day. Trustees encourage the public to provide their comments and feedback by email or voicemail. It should be noted that no public comment was received either prior to the meeting or in the subsequent week.

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

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting in honor of the brave members of the armed forces who have given their lives in service to this country and wished everyone a happy Veterans Day at 2:54 p.m.

Rob Levin
Executive Secretary

San Francisco War Memorial and Performing Arts Center

Owned and Operated by the
City and County of San Francisco

War Memorial Veterans Building
Herbst Theatre / Green Room
War Memorial Opera House
Louise M. Davies Symphony Hall
Harold L. Zellerbach Rehearsal Hall

401 Van Ness Avenue, Suite 110
San Francisco, California 94102
Telephone (415) 621-6600
FAX (415) 621-5091
sfwarmemorial.org

San Francisco War Memorial Board of Trustees 2023 Meetings

Regular Meetings are held on the second Thursday of every month at 2:00 p.m. (unless the second Thursday falls on a holiday, in which case a Special Meeting will be scheduled on an alternate day).

With the exception of the Budget and Finance Committee meetings required to pass the department's annual budget, the scheduling of which is mandated by ordinance, Committee meetings are scheduled as needed. Committee members are polled in advance to determine their availability before Committee meetings are scheduled.

All Trustees are encouraged to attend Committee meetings. However, for purposes of establishing quorum, a majority of Trustees assigned to a Committee must be present in order for votes to be held at a Committee meeting.

Schedule of 2023 Monthly Meetings

Thursday, January 12, 2023, 2:00 p.m.

Wednesday, January 25, 2023, 2:00 p.m. (Budget and Finance Committee)

Thursday, February 9, 2023, 1:30 p.m. (Budget and Finance Committee)

Thursday, February 9, 2023, 2:00 p.m.

Thursday, March 9, 2023, 2:00 p.m.

Thursday, April 13, 2023, 2:00 p.m.

Thursday, May 11, 2023, 2:00 p.m.

Thursday, June 8, 2023, 2:00 p.m.

Thursday, July 13, 2023, 2:00 p.m.

Thursday, August 10, 2023, 2:00 p.m.

Thursday, September 14, 2023, 2:00 p.m.

Thursday, October 12, 2023, 2:00 p.m.

Thursday, November 9, 2023, 2:00 p.m.

Thursday, December 14, 2023, 2:00 p.m.

**RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED
MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION
54953(e)**

WHEREAS, California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 (“COVID-19”) pandemic, and that state of emergency remains in effect; and

WHEREAS, On February 25, 2020, the Mayor of the City and County of San Francisco (the “City”) declared a local emergency, and on March 6, 2020 the City’s Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders suspending select provisions of local law, including sections of the City Charter, that restrict teleconferencing by members of policy bodies; and

WHEREAS, Consistent with the Mayor’s orders and State law, the War Memorial Board of Trustees met remotely during the COVID-19 pandemic through March 6, 2022; and

WHEREAS, On February 10, 2022, the Mayor issued an emergency order that (1) requires decision-making boards and commissions established in the Charter (with the exception of the Board of Supervisors) to hold meetings in person at a physical location where members of the public may attend and provide comment, (2) allows members of those boards and commissions to participate remotely in the in-person meetings for COVID-related health reasons, (3) allows but does not require subcommittees of those boards and commissions to meet in person at a physical location where members of the public may attend and provide comment, and (4) prohibits all other policy bodies (with the exception of the Board of Supervisors and its committees) from meeting in person under any circumstances, with limited exceptions; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amended the Brown Act to allow local policy bodies to continue to meet by

teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

WHEREAS, While federal, State, and local health officials emphasize the critical importance of vaccination (including a booster once eligible) and consistent mask-wearing, regardless of vaccination status, to prevent the spread of COVID-19, the City's Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at www.sfdph.org/healthorders) and one directive (Health Officer Directive No. 2020-33i, available online at www.sfdph.org/directives) that continue to recommend measures to promote safety for indoor gatherings, including vaccination, masking, improved ventilation, and other measures, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA") has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City's Department of Public Health, in coordination with the City's Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks regardless of vaccination status (and as required for unvaccinated people by the State of California's indoor masking order), encouraging vaccination (including a booster as soon as eligible), staying home when sick or when experiencing any COVID-19 symptom, discouraging consumption of food or beverages in the meeting, following good hand hygiene practices, and making informed choices when gathering with people whose vaccination status is not known; and

WHEREAS, the War Memorial Board of Trustees will begin meeting in person consistent with the Mayor's February 10, 2022 order, allowing members to participate by video from a separate location for COVID-related health reasons and providing members of the public an opportunity to observe and provide public comment either in person or remotely; now, therefore, be it

RESOLVED, That the War Memorial Board of Trustees finds as follows:

1. As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, the War Memorial Board of Trustees has considered the circumstances of the state of emergency.
2. As described above, because of the COVID-19 pandemic, conducting meetings of this body and its committees in person without allowing certain members of this body to attend remotely would present imminent risks to the health or safety of certain attendees due to COVID-19, and the state of emergency continues to directly impact the ability of those members to meet safely in person; and, be it

FURTHER RESOLVED, That for at least the next 30 days, the War Memorial Board of Trustees will hold in-person meetings, with some members possibly appearing remotely. If all members of the War Memorial Board of Trustees are unable to attend in person for COVID-related health reasons, then the War Memorial Board of Trustees will hold the meeting remotely without providing an in-person meeting location. If the War Memorial Board of Trustees votes to allow it and appropriate space is available, the War Memorial Board of Trustees' subcommittees may hold in-person meetings as well, or alternatively, the subcommittees may hold meetings exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). All meetings of the War Memorial Board of Trustees and its committees will provide an opportunity for members of the public to address the body and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the Executive Secretary of the War Memorial Board of Trustees is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of the War Memorial Board of Trustees within the next 30 days. If the War Memorial Board of Trustees does not meet within the next 30 days, the Executive Secretary is directed to place a such resolution on the agenda of the next meeting of the War Memorial Board of Trustees.