

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

BOOKING SUMMARY FOR DECEMBER 2024

WAR MEMORIAL OPERA HOUSE

The Goldman Awards Award Ceremony	April 20 – 21, 2025	\$9,885.00
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DAVIES SYMPHONY HALL

Harmonie International Yundi Li	January 20, 2025	\$3,215.00 vs. 10% \$9,170.00
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The Wild Faery Company Attack on Titan (2 nd Show)	April 17, 2025	\$3,215.00 vs. 10% \$9,170.00
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ZELLERBACH REHEARSAL HALL

Festival Napa Valley Rehearsal	October 16, 2024	\$455.00
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GREEN ROOM

SFDPH Holiday Party	December 19, 2024	\$1,225.00
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SF Sheriff's Dept Sheriff Miyamoto Inauguration	January 8, 2025 (Morning)	\$1,225.00
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African-American Shakespeare Company Reception	January 8, 2025 (Evening)	\$1,225.00
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Vietnamese Consulate Lunar New Year Celebration	January 18, 2025	\$1,225.00
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Blue Skies Fundraiser	January 27, 2025	\$1,385.00
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UC Berkeley Goldman School of Public Policy Networking Reception	February 5, 2025	\$1,225.00
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SF Arts Commission Panel	March 18, 2025	\$1,225.00
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SF Sheriff's Office Reception	March 19, 2025	\$2,345.00
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RAWdance Concept Series	March 28-29, 2025	\$3,090.00
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SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
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GREEN ROOM (Cont.)

Kids Teach Tech Dinner Reception	April 19, 2025	\$1,225.00
FACT SF Gala	April 25, 2025	\$1,385.00
Tandem Fundraiser	May 15, 2025	\$1,225.00
SF Civic Symphony Fundraiser	May 17, 2025	\$1,225.00
Brenda Bui Asian Tea Ceremony (Private Party)	August 23, 2025	\$3,400.00

HERBST THEATRE

SF Controller's Office CON All Staff Meeting	February 27, 2025	\$1,525.00
Iranshahr Orchestra Noruz (a new day)	March 15, 2025	\$1,525.00
SF Sheriff's Office Conference/Reception	March 19, 2025	\$1,790.00
SF Opera Annual Meeting	April 14, 2025	\$1,525.00
SF Gay Men's Chorus Sing for a Cure	October 25, 2025	\$1,525.00

WILSEY CENTER

San Francisco Ballet 6 Orchestra Rehearsal Dates	December 5 – March 12, 2025	\$6,490.00
Symphony Parnassus Winter Concert	February 2, 2025	\$900.00
San Francisco Ballet 6 Orchestra Audition Dates	February 4 – April 24, 2025	\$8,520.00
SF Controller's Office CON Division Staff Meeting	February 27, 2025	\$900.00
SF Sheriff's Office Conference/Reception	March 19, 2025	\$1,100.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
BOOKING SUMMARY FOR DECEMBER 2024

WILSEY CENTER (Cont.)

Symphony Parnassus Spring Concert	April 13, 2025	\$900.00
Office of Treasurer & Tax Collector Meeting	April 29, 2025	\$900.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2024 - 2025 Appropriations Report - November 30, 2024				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 2,366,453	\$ 4,995,523
	Temporary Salaries	\$ 383,427	\$ 279,147	\$ 104,280
	Premium Pay	\$ 153,945	\$ 48,693	\$ 105,252
	One-Time Salaries Payments		\$ 64,566	\$ (64,566)
	Overtime	\$ 254,732	\$ 170,797	\$ 83,935
	Holiday	\$ 102,799	\$ 23,882	\$ 78,917
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 1,228,001	\$ 2,334,351
	Sub Total	\$ 11,819,231	\$ 4,181,539	\$ 7,637,692
Non Personnel Services	Fees_Other	\$ -	\$ 400	\$ (400)
	Training	\$ -	\$ 5,137	\$ (5,137)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,625	\$ (3,625)
	Professional_Special_Services	\$ 27,057	\$ 90,531	\$ (63,473)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 788,853	\$ (27,934)
	Maintenance_Services_Equipment	\$ 50,858	\$ 18,103	\$ 32,754
	Rent/Lease-Building/Structure	\$ -	\$ 22,250	\$ (22,250)
	Rent_Lease_Equipment	\$ 6,687	\$ 14,293	\$ (7,605)
	Other Current Expenses	\$ 3,467	\$ 30,025	\$ (26,558)
	Taxes_Licenses_Permits	\$ 189,732	\$ 3,777	\$ 185,955
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 976,994	\$ 64,727
	Materials & Supplies	\$ 224,510	\$ 178,335	\$ 46,175
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	\$ 464,777	\$ 2,010,757
	PUC Sewer Service Charges	\$ 102,225	\$ 25,169	\$ 77,056
	Ef-PUC-Water Charges	\$ 78,769	\$ 20,448	\$ 58,321
	DT Technology Infrastructure	\$ 174,496	\$ 43,624	\$ 130,872
	GF-City Attorney-Legal Service	\$ 128,618	\$ -	\$ 128,618
	DT Enterprise Tech Contracts	\$ 26,918	\$ 26,726	\$ 193
	DT Telecommunications Services	\$ 32,267	\$ 8,325	\$ 23,942
	GF-GSA-Facilities Mgmt Svcs	\$ 4,638,219	\$ 1,047,803	\$ 3,590,416
	GF-HR-Equal Employmnt Opportuni	\$ 18,876	\$ 4,719	\$ 14,157
	GF-HR-Mgmt Training	\$ 21,064	\$ 2,950	\$ 18,114
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ 45,208	\$ 81,199
	GF-HR-Employmnt Services	\$ 19,527	\$ 4,882	\$ 14,645
	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	\$ 1,751,030	\$ 6,319,248
		TOTAL OPERATING	\$ 21,155,740	\$ 7,087,898
14680	Annual Capital Improvement Project	\$ 730,977	\$ 428,317	\$ 302,660
	GRAND TOTAL	\$ 21,886,717	\$ 7,516,215	\$ 14,370,502
10000	Debt Service	\$ 9,107,330	\$ 2,272,502	\$ 6,834,828
14720	War Memorial Reserve	\$ 1,650,507	\$756,485	\$ 894,022
14700	Concessions Equip. Repl. Fund	\$ 160,575	\$64,142	\$ 96,433

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

Account		NOVEMBER REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 68,437.75	\$ 243,936.25	\$ 619,718.00	39%	\$ 308,895.00
435512	Green Room	29,036.00	\$ 79,122.25	164,254.00	48%	75,310.00
435521	Herbst Theatre	28,951.00	\$ 93,164.25	227,580.00	41%	105,450.00
435531	Davies Symphony Hall	7,794.50	\$ 244,356.54	721,507.00	34%	309,150.00
435542	Wilsey Center	9,617.75	\$ 29,903.00	180,047.00	17%	70,257.50
462891	Zellerbach Rehearsal Hall	23,628.50	\$ 105,866.00	258,171.00	41%	104,825.00
	Sub Total	\$ 167,465.50	\$ 796,348.29	\$ 2,171,277.00	37%	\$ 973,887.50
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 4,982.94	\$ 14,948.82	\$ 35,174.00	42%	\$ 13,856.30
435519	San Francisco Opera (OH)	28,737.92	\$ 86,213.76	202,856.00	42%	95,895.54
435539	San Francisco Symphony (DSH)	14,473.80	\$ 72,369.00	202,554.00	36%	80,496.00
435540	Veterans Bldg. Office Rent (SFO)	72,433.04	\$ 217,299.12	435,295.00	50%	241,195.32
462861	Veterans Building Occupancy Fees	9,403.56	\$ 48,663.63	116,144.00	42%	54,015.12
	Sub Total	\$ 130,031.26	\$ 439,494.33	\$ 992,023.00	44%	\$ 485,458.28
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$ 26,085.00	\$ 78,375.34	\$ 443,224.00	18%	\$72,014.06
435631	Davies Symphony Hall	30,802.58	\$ 75,010.21	270,776.00	28%	62,751.41
	Sub Total	\$ 56,887.58	\$ 153,385.55	\$ 714,000.00	21%	\$ 134,765.47
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 104.68	\$ 446.24	\$ 6,636.00	7%	\$ 1,279.10
435632	Davies Symphony Hall	547.56	\$ 7,268.36	5,098.00	143%	1,041.00
	Sub Total	\$ 652.24	\$ 7,714.60	\$ 11,734.00	66%	\$ 2,320.10
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 6,020.95	\$ 24,108.55	\$ 55,000.00	44%	\$ 14,950.00
462899	Miscellaneous Revenue	25,732.05	\$ 56,318.66	175,567.00	32%	89,551.59
	Sub Total	\$ 31,753.00	\$ 80,427.21	\$ 230,567.00	35%	\$ 104,501.59
	GROSS REVENUE	\$ 386,789.58	\$ 1,477,369.98	\$ 4,119,601.00	36%	\$ 1,700,932.94
	Additional 15% Reserve Fund Revenue	\$ 68,256.98	\$ 259,290.92			\$ (255,139.94)
530110	Payment to War Memorial Commission	(4,450.00)	(22,250.00)			(22,250.00)
	NET REVENUE	\$ 450,596.56	\$ 1,714,410.90			\$ 1,423,543.00
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 2,301.50	\$ 13,433.62	-		\$ 9,100.74

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, November 14, 2024

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, November 14, 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 Kopp, Trustee Muduroglu, Trustee Newstat, Trustee Pelosi, Trustee Rocco, and Trustee Wright
- Absent: Trustee Gatti and Trustee Lui
- 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 Kopp, seconded by Trustee Muduroglu, the following resolution was unanimously adopted:

RESOLUTION NO. 24-20

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of both the October 10, 2024, Regular meeting of the Board and October 10, 2024, Veterans Committee meeting are hereby approved.

PRESIDENT'S REPORT

President Horn congratulated Mayor-Elect Daniel Lurie on behalf of the Board and wished him well in his new position. He also thanked Mayor London Breed for her years of service and wished her all the best.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis noted that the Veterans Building is housing the Mayor-Elect's transition team and she looks forward to working with the new administration.

BOARD SECRETARY REPORT

Board Secretary Cicero reminded the Board of their training requirements due by the end of the calendar year. She also explained the Ethics Commission process for Trustees to recuse themselves where matters before the Board of Trustees involve a resident company upon whose board they also sit.

REGULAR ITEMS

Consideration of request from San Francisco Symphony to use Facility Fee funds. President Horn noted that Trustees received a letter in their board packets about a request from the San Francisco Symphony to use Davies Symphony Hall Improvement Fees to purchase some necessary improvements to theatrical systems, front of house safety, ADA compliance and operational efficiency. Prior to hearing the matter, Trustee Fisher recused herself due to her position on the Symphony Board.

President Horn invited Senior Director of Operations for San Francisco Symphony, Andrew Dubowski, to address the Board. Mr. Dubowski submitted his request to the Board to use a portion of the \$1.5 million dollars that have been collected in the DSH Improvement Fee funds. He stated the request was for spotlights, front-of-house usher radios, and a rebuilding of the coat check counter to be ADA-compliant.

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

RESOLUTION NO. 24-21

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the request to use DSH Improvement Fee funds, is hereby approved.

Trustee Fisher reentered the Board room following the vote.

Consideration of request from San Francisco Symphony to evaluate fundraising program. President Horn stated that Trustees received a letter in their board packets regarding a request from the San Francisco Symphony to evaluate a new fundraising opportunity known as DipJar. He referred the matter to Presentors Liaison Committee and requested that the Committee meet to review and consider the request and provide its recommendation to the full Board.

Consideration of revised War Memorial Exterior Grounds Usage Policy. President Horn stated that Trustees received a copy of the War Memorial Exterior Grounds Usage Policy, with some minor proposed updates to the policy. He invited Director Sofis to present the proposed changes to the Board. She stated that the updates to the policy are designed to protect the surrounding grounds, as well as the interior of the buildings on the War Memorial campus.

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

RESOLUTION NO. 24-22

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that revised Exterior Grounds Usage Policy, is hereby approved.

War Memorial Departmental Budget for Fiscal Years 2025-26 and 2026-27. President Horn stated that the War Memorial's 2-year budget for Fiscal Years '25-26 and '26-27 is due to the Mayor's Office of Public Policy and Finance in February 2025 and referred the matter to the Budget and Finance Committee and requested that the Committee meet as required to review and consider budget recommendations.

Outside Licensee Briefing. President Horn stated that the resident companies (Symphony, Opera & Ballet) get the lion's share of attention in many of the Board meetings and noted that many members of the Board may not have insight into the rental and usage of the venues by organizations that do not fall under the three resident companies (referred to generally as "outside licensees"). He invited Emma Logan, Director of Booking, to present an overview on how outside licensees interact with the Department. Ms. Logan provided an overview of the type of organizations that rent the venues, such as non-profit organizations putting on performances, graduations, fundraisers and awards ceremonies, and governmental organizations, like San Francisco City

Departments and various foreign consulates. She explained that the estimated total revenue from outside rentals is approximately \$1 million dollars. She also briefly explained the booking process and how the team helps support these organizations on the backend. She also explained how the San Francisco Performing Arts Center Foundation supports the work of the Department as a performing arts center. Ms. Logan discussed some of the new marketing and social media efforts of the Department. She mentioned that they are looking to increase bookings of the Wilsey Center Education Studio and Atrium Theater. Trustee Kopp asked about complaints about the booking process. Ms. Logan mentioned that as a City Department there can be more bureaucratic hurdles than some organizations expect. Director Sofis responded that this is why the Foundation is such a critical operating partner to the Department. There was also a discussion about food and beverage requirements in the venues and the process to obtain a liquor license. Ms. Logan also explained that previously the venues had been found mainly through word-of-mouth and they are focusing on marketing efforts to increase the visibility of the venues.

Update on San Francisco Symphony entitlement process. President Horn announced that the San Francisco Symphony and its architectural firm was present to update the Board on the status of the Symphony's request for an entitlement from the Planning Commission. He invited Matt Spivey, CEO of the San Francisco Symphony to address the Board. Mr. Spivey explained that the entitlement process only serves to reserve the rights to possible future changes to Davies Symphony Hall and does not mean the plans for the new building are happening immediately. He noted that the entitlement process is primarily focused on the exterior of the building and how it interacts with the surrounding area. Mr. Spivey noted that the Symphony met with the Planning Department for their feedback, the Symphony made some revisions which satisfied the Planning Department and the project proceeded to the Historic Preservation Commission. He stated that they presented the plans to the Commission on an informational basis and while no revisions were suggested by the Commission at this stage, they will ultimately need the plans to be formally approved, anticipated to be sometime in April 2025. The architect, Mark Cavagnero, gave a brief presentation showing the revisions to the plans related to these updates.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

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

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business, President Horn adjourned the meeting at 2:58 p.m.

Francesca Cicero
Board 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

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San Francisco War Memorial Board of Trustees 2025 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 2025 Monthly Meetings

- Thursday, January 9, 2025, 2:00 p.m.
- Wednesday, January 29, 2025, 2:00 p.m. (Budget and Finance Committee)
- Thursday, February 13, 2025, 1:30 p.m. (Budget and Finance Committee)
- Thursday, February 13, 2025, 2:00 p.m.
- Thursday, March 13, 2025, 2:00 p.m.
- Thursday, April 10, 2025, 2:00 p.m.
- Thursday, May 8, 2025, 2:00 p.m.
- Thursday, June 12, 2025, 2:00 p.m.
- Thursday, July 10, 2025, 2:00 p.m.
- Thursday, August 14, 2025, 2:00 p.m.
- Thursday, September 11, 2025, 2:00 p.m.
- Thursday, October 9, 2025, 2:00 p.m.
- Thursday, November 13, 2025, 2:00 p.m.
- Thursday, December 11, 2025, 2:00 p.m.