

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: December 14, 2023

THE GREEN ROOM

Nova Ukraine Fundraiser	December 3, 2023	\$1,310.00
Notre Dame Reception	January 12, 2024	\$1,150.00
UC Berkeley Goldman School of Public Policy Reception	January 30, 2024	\$1,150.00
Friends of Alamo Fundraiser	April 20, 2024	\$1,470.00
Junior Achievement of Nor Cal Reception	April 25, 2024	\$1,150.00
Kara Schleunes Piano Recitals	May 12, 2024	\$2,600.00
Theatre Bay Area Spring Soiree	June 3, 2024	\$1,630.00
Maire Piccetti Wedding Reception	July 20, 2024	\$3,800.00
Nicole Valk Wedding Reception	September 7, 2024	\$3,400.00
SF Fleet Week	October 10, 2024	\$1,150.00
La Casa De las Madres Fundraiser	October 17, 2024	\$1225.00
How Women Lead Awards Ceremony	October 24, 2024	\$1,150.00

HERBST THEATRE

SF Human Rights Commission MLK Day Concert	January 12, 2024	\$1,450.00
SF Controller's Office Winter All-Staff Mtng.	January 17, 2024	\$820.00
SF Sheriff's Department Promotional Ceremony	January 23, 2024	\$1,450.00
SF Opera Meet the 2024 Adlers Concert	January 31, 2024	\$1,450.00

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HERBST THEATRE (CONT.)

SF Opera Guild Deep River Concert	February 8, 2024	\$820.00
Synergy School Spring Concert	March 27 & 28, 2024	\$2,500.00
SF Opera Annual Meeting	April 1, 2024	\$1,450.00
Cherry Orchard Festival Fdn. "Einstein & Margarita" theatrical performance	May 15, 2024	\$1,450.00
Urban School Spring Concert	May 19, 2024	\$1,450.00
SF Fleet Week Annual Concert	October 10, 2024	\$1,450.00

WILSEY CENTER

Symphony Parnassus 2023/24 Season Concerts	January 28 & April 14, 2024	\$2,220.00
SF Opera Meet the 2024 Adlers Reception	January 31, 2024	\$1,050.00
SF Human Rights Commission Dreamkeeper Initiative Symposium	February 1-2, 2024	\$3,140.00
Young Community Developers Teen Domestic Violence Awareness Event	February 4, 2024	\$1,050.00

**San Francisco War Memorial
Operating Account - 14670
FY 2023 - 2024 Appropriations Report - November 30, 2023**

ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
<i>Salaries & Benefits</i>	Permanent Salaries	\$ 7,154,419	\$ 2,290,746	\$ 4,863,673
	Temporary Salaries	\$ 381,958	\$ 302,861	\$ 79,097
	Premium Pay	\$ 153,945	\$ 50,007	\$ 103,938
	One-Time Salaries Payments	\$ -	\$ 23,600	\$ (23,600)
	Overtime	\$ 254,731	\$ 94,427	\$ 160,304
	Holiday	\$ 102,799	\$ 21,902	\$ 80,897
	Mandatory Fringe Benefits	\$ 3,491,587	\$ 1,184,448	\$ 2,307,139
	Sub Total	\$ 11,539,439	\$ 3,967,992	\$ 7,571,447
<i>Non Personnel Services</i>	Travel	\$ 21,000	\$ -	\$ 21,000
	Fees_Other	\$ -	\$ -	\$ -
	Training	\$ 41,777	\$ 9,950	\$ 31,827
	Employee_Expenses	\$ -	\$ -	\$ -
	Membership_Fees	\$ 4,175	\$ 3,150	\$ 1,025
	Profesional_Special_Services	\$ 91,403	\$ 87,404	\$ 3,999
	Maintenance_Services_Build_Struct	\$ 948,374	\$ 912,891	\$ 35,484
	Maintenance_Services_Equipment	\$ 52,018	\$ 12,954	\$ 39,064
	Rent_Lease_Equipment	\$ 17,873	\$ 16,263	\$ 1,610
	Other Current Expenses	\$ 85,631	\$ 31,300	\$ 54,330
	Taxes_Licenses_Permits	\$ 219,681	\$ 185,241	\$ 34,440
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,481,932	\$ 1,259,153	\$ 222,779
	Materials & Supplies	\$ 319,409	\$ 290,073	\$ 29,336
<i>Services of other Departments</i>	Human Resources Modernization	\$ 7,286	\$ 3,643	\$ 3,643
	Diversity Equity Inclusion	\$ 1,617	\$ 809	\$ 809
	GF-PUC-Light Heat & Power	\$ 2,065,355	\$ 297,916	\$ 1,767,439
	PUC Sewer Service Charges	\$ 195,925	\$ 34,761	\$ 161,164
	Ef-PUC-Water Charges	\$ 145,452	\$ 29,930	\$ 115,522
	DT Technology Projects	\$ -	\$ -	\$ -
	DT Technology Infrastructure	\$ 176,577	\$ 44,144	\$ 132,433
	GF-City Attorney-Legal Service	\$ 93,283	\$ -	\$ 93,283
	DT Enterprise Tech Contracts	\$ 25,124	\$ 25,124	\$ -
	DT Telecommunications Services	\$ 29,514	\$ 8,236	\$ 21,278
	GF-GSA-Facilities Mgmt Svcs	\$ 4,346,552	\$ 1,052,695	\$ 3,293,857
	GF-HR-Equal Emplmnt Opportuni	\$ 26,654	\$ 13,327	\$ 13,327
	GF-HR-Mgmt Training	\$ 65,880	\$ -	\$ 65,880
	GF-HR-Workers' Comp Claims	\$ 120,533	\$ 18,591	\$ 101,941
	GF-Chs-Medical Service	\$ 30,254	\$ -	\$ 30,254
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 14,881	\$ 1,175	\$ 13,706
	Is-Purch-Reproduction	\$ 8,500	\$ -	\$ 8,500
	GF-Rec & Park-Gardener	\$ 198,668	\$ 53,751	\$ 144,917
	Sub Total	\$ 7,552,055	\$ 1,584,102	\$ 5,967,953
		TOTAL OPERATING	\$ 20,892,835	\$ 7,101,320
14680	Annual Capital Improvement Project	\$ 789,795	\$ 401,308	\$ 388,488
	GRAND TOTAL	\$ 21,682,630	\$ 7,502,628	\$ 14,180,002
10000	Debt Service	\$ 9,600,895	\$ 2,854,250	\$ 6,746,645
14720	War Memorial Reserve	\$ 1,086,899	\$33,205	\$ 1,053,694
14700	Concessions Equip. Repl. Fund	\$ 44,734	\$12,615.65	\$ 32,119

**San Francisco War Memorial
FY 2023-2024 Housekeeping Expenditures - November 30, 2023**

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
775860	XTECH	\$ 4,879.16	14670
776462	BEARING AGENCIES INC	\$ 416.06	14670
776484	GRAINGER	\$ 727.20	14670
776490	XTECH	\$ 6,739.73	14670
777363	GRAINGER	\$ 1,456.22	14670
780095	BEAR COMMUNICATIONS INC	\$ 148.26	14670
780099	MCCLURE ELECTRIC INC	\$ 3,900.00	14680
780103	D T C GRIP & ELECTRIC INC	\$ 12,200.87	14680
780621	RYDIN DECAL	\$ 900.31	14670
780795	GRAINGER	\$ 1,321.21	14670
783309	COMPUTERLAND SILICON VALLEY	\$ 700.80	14670
	Total	\$ 33,389.82	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$17,288.95	
14680	Annual Capital Improvement Project	\$16,100.87	
14690	Major Capital Projects	\$ -	
14700	Concessions Equipment Replacement Fund	\$ -	
14720	War Memorial Reserve	\$ -	
14820	Gift Fund	\$ -	
	Total	\$ 33,389.82	

San Francisco War Memorial
FY 2023-24 Revenue Report - November 30, 2023

Account		NOVEMBER REVENUE	YEAR TO DATE	FY2023-24 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 72,220.00	\$ 308,895.00	\$ 543,932.00	57%	\$ 297,980.00
435512	Green Room	30,130.00	75,310.00	287,351.00	26%	97,340.00
435521	Herbst Theatre	31,100.00	105,450.00	241,287.00	44%	127,005.00
435531	Davies Symphony Hall	25,145.00	309,150.00	664,772.00	47%	261,660.80
435542	Wilsey Center	7,480.00	70,257.50	163,158.00	43%	83,925.00
462891	Zellerbach Rehearsal Hall	38,845.00	104,825.00	256,063.00	41%	126,760.00
	Sub Total	\$ 204,920.00	\$ 973,887.50	\$ 2,156,563.00	45%	\$ 994,670.80
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	-	\$ 13,856.30	\$ 28,267.00	49%	\$ 13,856.30
435519	San Francisco Opera (OH)	15,982.59	95,895.54	163,022.00	59%	104,129.58
435539	San Francisco Symphony (DSH)	16,099.20	80,496.00	164,212.00	49%	80,496.00
435540	Veterans Bldg. Office Rent (SFO)	40,199.22	241,195.32	410,656.00	59%	176,779.47
462861	Veterans Building Occupancy Fees	10,437.66	54,015.12	109,570.00	49%	54,015.12
	Sub Total	\$ 82,718.67	\$ 485,458.28	\$ 875,727.00	55%	\$ 429,276.47
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House	\$ 27,285.16	\$ 64,266.28	\$ 350,000.00	18%	\$ 65,548.13
435611	Herbst Theatre	\$2,796.06	7,747.78	9,749.00	79%	10,460.19
435631	Davies Symphony Hall	12,573.74	62,751.41	207,132.00	30%	42,489.77
	Sub Total	\$ 42,654.96	\$ 134,765.46	\$ 566,881.00	24%	\$ 118,498.09
PROGRAM CONCESSIONS						
435612	Opera House	-	-	\$ 4,000.00	0%	-
435612	Herbst Theatre	-	1,279.10	1,468.00	87%	1,200.72
435632	Davies Symphony Hall	1,041.00	1,041.00	4,201.00	25%	1,560.58
	Sub Total	\$ 1,041.00	\$ 2,320.10	\$ 9,669.00	24%	\$ 2,761.30
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 1,577.00	\$ 14,950.00	\$ 46,518.00	32%	\$ 15,033.00
462899	Miscellaneous Revenue	28,978.00	89,551.59	148,171.00	60%	69,744.09
	Sub Total	\$ 30,555.00	\$ 104,501.59	\$ 194,689.00	54%	\$ 84,777.09
	GROSS REVENUE	\$ 361,889.63	\$ 1,700,932.93	\$ 3,803,529.00	45%	\$ 1,629,983.75
	Less 15% War Memorial Reserve	\$ (54,283.44)	\$ (255,139.94)			\$ (244,497.56)
	Payment to War Memorial Commission	(4,450.00)	(22,250.00)			(15,750.00)
	NET REVENUE	\$ 303,156.19	\$ 1,423,542.99			\$ 1,369,736.19
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 2,070.49	\$ 9,100.74	-		\$ 5,377.22

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, November 9, 2023

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, November 9, 2023, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Fisher, Trustee Gatti, Trustee Kopp, Trustee Newstat, Trustee Pelosi, Trustee Rocco, Trustee Wilsey, and Trustee Wright

Absent: Trustee Muduroglu

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

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that due to the recent passing of San Francisco Board of Supervisors Rule 231020, on October 17, 2023, 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).

PRESIDENT'S REPORT

President Horn had no updates to report to the Board.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis began with brief remarks about the APEC conference. She noted that while there are no official events taking place on the campus, the banners approved at the previous meeting welcoming APEC members were currently hanging outside the Opera House. She also mentioned the Department has been working with the Mayor's office, DPW, and other City departments to understand how the conference, including road closures, may affect the licensees in the War Memorial buildings, although currently all events were moving forward as scheduled. She also reminded the Board of two Department of Human Resources-required trainings to complete by December 31, 2024: Bystander Intervention and Transgender 101. She also echoed earlier comments on the recent change to remote public comment, that due to the Board of Supervisors passing their rule change, there will no longer be remote public comment or other participation by presenters or Board members over zoom. She noted that in the interests of good and transparent government, the Department will continue to broadcast the Board meetings over zoom, noting that outside of requests in advance for disability accommodations, the zoom is for observation purposes only.

Managing Director Sofis reminded Trustees that 2024 will be an election year. She noted that there are certain ethics rules and regulations surrounding political activity for Board members, which have been previously

circulated to the Trustees. She noted that as a general rule, City officers and employees may support or oppose candidates and ballot measures in their personal capacities. Director Sofis stated that City officers and employees may not solicit political contributions from other City officers and employees, even while off duty. Deputy City Attorney Lauren Curry was invited to address the Board to answer questions. She reminded the Board that in addition to the prohibition on solicitation of political contributions from other City employees, Board members are not permitted to fundraise for their appointing authority. She noted that while individual contributions to a Mayoral candidate are permitted, City officials cannot fundraise for a candidate for Mayor. She also stated that the prohibition attaches to the office of the appointing authority and not a specific candidate. Ms. Curry also noted that City officials can support ballot measures in their individual capacities and the Board cannot take a position on any ballot measure as a City commission. Trustee Wright mentioned that she understood certain non-profits that receive funding from the City are not able to support the office of the Mayor. Director Sofis responded that if a non-profit is funded by a City department, it is sound practice that the organization stay clear of political activity that may be connected to their funding sources.

ASSISTANT MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Assistant Managing Director Levin stated that items submitted on the Consent Agenda included: the minutes of the Regular Board Meeting of October 12, 2023; Rental Requests for November 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for October 2023.

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

RESOLUTION NO. 23-31

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the Regular Board Meeting of October 12, 2023; Rental Requests for November 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for October 2023, are hereby approved.

Director Levin updated the Board on some changes that have been taking place in the venues with the concessionaire of the buildings, Global Gourmet Catering. He stated that by request of the resident companies, there has been a task force convened that includes representatives of the resident companies, War Memorial staff, and Global Gourmet. He noted the team has been brainstorming ideas around topics such as utilization of space, food and beverage offerings, and pricing. He stated that these projects have been identified in phases from those that can be implemented very quickly in the short-term, all the way up to longer-term projects that may take more planning and investment. Director Levin described some of the changes that have already been implemented include restoration of table linens in the Opera House restaurants, hot food items in the North Box bar, and returning to having reservations available on OpenTable. He explained that they will present some of the next-phase projects to the Board in January 2024 for input. He also remarked that there already has been a lot of positive feedback on these changes from patrons.

Vice President Lui asked about whether the changes previously implemented to the pricing structure for events in The Green Room had made any impact to-date. Director Levin responded that staff has reported a strong uptick in inquiries: prior to the rate change, there were zero inquiries for weddings for next year, and since the rate change there have been at least sixteen new inquiries to rent the space.

REGULAR ITEMS

Update on War Memorial Departmental mid-year budget cuts: President Horn stated that as mentioned in the last meeting, the Mayor's Budget Office recently mandated that all City departments cut 3% from their General Fund budgets by October 26, 2023. He invited Director of Finance and Administration, Donna D'Cruz to update the Board on the details of the budget cuts and how the Department is set to be impacted by these mid-year budget cuts. Director D'Cruz noted that the Departmental budget for the upcoming fiscal year is \$39 million dollars, which is inclusive of our General Fund contribution of \$17 million dollars, as well as the \$8.3 million dollars for

capital projects received for the Opera House mansard roof and elevator projects. She explained that the 3% mid-year budget cut is to be taken from the \$17 million-dollar General Fund contribution, requiring \$510,000 dollars in cuts for the year. She reported that they closed out some older capital projects and deferred others, leading to \$235,000 dollars in savings. She also stated that \$48,000 was cut from the Facilities and Maintenance budget and \$100,000 dollars in salary savings due to positions that had not been filled. She noted that were approximately \$126,000 dollars cut from the Operating Budget, including Interdepartmental Services, management training, materials and supplies, and City Attorney fees. Director D’Cruz also responded to a question from Vice President Lui about the \$8.3 million dollars for capital projects, explaining that those budgeted funds are in Certificates of Participation, which will be requested as needed to complete the phases of the project. Ms. D’Cruz also remarked that the Department of Public Works has already begun working on the project and completed a walkthrough for both the Opera House roof and the elevator. She noted that the timeline for the project is currently three years, as determined to work around the resident companies’ schedules. Vice President Lui emphasized that the longer the wait for completion, the more expensive it will become to complete. Director Sofis noted that the department must use DPW as the project manager on the projects because they are City-owned properties. She emphasized that the current budget has been cut down as far as possible, without jeopardizing the long-term maintenance of the buildings for any short-term gains on deferring maintenance in the near term. Director Sofis explained that she believes that there will be requests for further budget cuts in the future, and that the Department needs to be firm on the things that cannot be cut while also being creative with new revenue-generating avenues.

Refer Budget to Budget & Finance Committee: President Horn stated that the War Memorial’s two-year budget for Fiscal Years 2024-25 and 2025-26 is due to the Mayor’s Office in February 2024. He referred this matter to the Budget and Finance Committee and requested that the Committee meet as required to review and consider budget recommendations.

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, Chair Horn adjourned the meeting at 2:31 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 2024 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 2024 Monthly Meetings

Thursday, January 11, 2024, 2:00 p.m.

Wednesday, January 24, 2024, 2:00 p.m. (Budget and Finance Committee)

Thursday, February 8, 2024, 1:30 p.m. (Budget and Finance Committee)

Thursday, February 8, 2024, 2:00 p.m.

Thursday, March 14, 2024, 2:00 p.m.

Thursday, April 11, 2024, 2:00 p.m.

Thursday, May 9, 2024, 2:00 p.m.

Thursday, June 13, 2024, 2:00 p.m.

Thursday, July 11, 2024, 2:00 p.m.

Thursday, August 8, 2024, 2:00 p.m.

Thursday, September 12, 2024, 2:00 p.m.

Thursday, October 10, 2024, 2:00 p.m.

Thursday, November 14, 2024, 2:00 p.m.

Thursday, December 12, 2024, 2:00 p.m.