

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MONTHLY MEETING**

**Thursday, January 10, 2013**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 10, 2013, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

**ROLL CALL**

Present: President Myatt, Vice President Bashford, Trustee Bechtle, Trustee Davis, Trustee Horn, Trustee Jarman, Trustee Shultz, Trustee Stafford, Trustee Wilsey;

Absent: Trustee Moscone, Trustee Pelosi;

Staff Present: Elizabeth Murray, Managing Director  
Jennifer Norris, Assistant Managing Director/Executive Secretary

**APPROVAL OF MINUTES**

President Myatt called for approval of the minutes of the December 13, 2012 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Horn, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Committee Assignments for 2013:** President Myatt reported that a list of Committee assignments for 2013 has been distributed to Trustees and noted that assignments have been slightly revised to reflect the change in Board officers. President Myatt invited Trustees to contact him if they wish to serve on alternate or additional committees. He stated that all Trustees are welcome and encouraged to attend all Committee meetings.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray reported that rental requests mailed to Trustees are routine and requested their approval. On motion of Trustee Wilsey, seconded by Trustee Davis, the following resolution was unanimously adopted:

**RESOLUTION NO. 13-01**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following rental requests are hereby approved:

**LOUISE M. DAVIES SYMPHONY HALL**

Jason Michael Paul Productions	June 10, 2013	\$2,500.00 vs. 10%
The Legend of Zelda: Symphony of the Goddesses		\$6,750.00 maximum

**HERBST THEATRE**

The Moth The Moth in San Francisco (Spoken Word)	February 11, 2013	\$825.00
Cultural Arts of San Francisco Chinese New Year Celebration	March 10, 2013	\$825.00
Shahyar Ghanbari Shahyar Ghanbari in Concert	March 16, 2013	\$1,400.00
Filipina Women's Network The Vagina Monologues	April 12, 2013	\$825.00
AIA San Francisco Design Awards Gala	April 25, 2013	\$825.00

**Additional Rental Requests:** Ms. Murray reported that additional rental requests are routine, and she requested their approval. On motion of Trustee Shultz, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 13-02**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following additional rental requests are hereby approved:

**HERBST THEATRE**

Rainforest Action Network Rebecca Tarbotton Memorial Service	January 26, 2013	\$825.00
Hult International Business School Annual Talent Showcase	February 23, 2013	\$825.00

**Resignation of Opera House - House Manager Eric Colby:** Ms. Murray reported that Eric Colby, House Manager for the Opera House, is stepping down effective January 12, 2013, to accept a full-time position with the San Francisco Opera as the Technical Director. She stated that Eric has served as an outstanding House Manager for eight years since 2005, and has made significant improvements in front-of-house safety and customer service. Ms. Murray stated the War Memorial, Opera and Ballet will be conducting a recruitment and interview process for a replacement House Manager. On behalf of the Board, President Myatt requested that a letter be sent to Eric Colby thanking him for his excellent service to the Opera House and wishing him well in his new position.

**SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for December 2012:** Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for December 2012, and requested approval of housekeeping expenditures as submitted. On motion of Vice President Bashford, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 13-03**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM1300126 through WM1300147 are hereby approved.

**COMMITTEE REPORTS**

**Veterans Building Project Committee:**

Trustee Horn, Chair of the Veterans Building Project Committee, reported that the Committee met earlier today to consider and adopt recommendations on one item. Prior to discussion, Trustee Wilsey recused herself from discussion and action on this item.

**Request from San Francisco Opera – Veterans Building Naming Opportunities:** Trustee Horn recapped that during the Trustees’ three-year pre-design phase for the Veterans Building Project, the Board looked for potential Project partners to work with the Board in creating new public spaces in Veterans Building areas that were formerly occupied by the San Francisco Museum of Modern Art. In July 2010, the Board approved the San Francisco Opera’s proposal to invest approximately \$20 million in private funds to develop Veterans Building space on the basement and fourth floor levels, including providing new public spaces on the fourth floor, to be implemented during the Veterans Building Seismic Upgrade and Improvements Project. The Board’s approval of the Opera proposal provided that following completion of the Project, the Opera will utilize and pay rent for these basement and fourth floor spaces; and that the new fourth floor public spaces will be rented by the Opera for up to six months of each year and will be available for other public uses the other six months of the year.

Trustee Horn stated that the Committee reviewed the December 12 letter from the San Francisco Opera, in which the Opera requests to establish naming opportunities in the Veterans Building spaces to be improved by the Opera, which naming opportunities will assist in the Opera’s efforts to raise the necessary capital improvement funds. He stated that Committee members also reviewed a chart listing the naming opportunities proposed by the Opera as well as Veterans Building floor plans identifying the proposed locations to be named.

Trustee Horn reported that during the Opera’s presentation, Opera General Director David Gockley requested the Committee consider an additional naming location for the Opera on the front of the Veterans Building where the Museum of Modern Art was previously identified with brass letters. Trustee Horn stated that the Committee did not consider this additional naming proposal as it was not included in the original request package.

Trustee Horn reported that following discussion, the Committee voted unanimously to recommend to the full Board that the Opera’s proposed Veterans Building naming opportunities as set forth in the Opera’s December 12, 2013 letter be approved. Following discussion, and on motion of Trustee Horn, seconded by Trustee Shultz, the following resolution was adopted with 10 aye votes and Trustee Wilsey abstaining:

**RESOLUTION NO. 13-04**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Veterans Building Project Committee, and approves the San Francisco Opera’s request to establish naming opportunities for post-retrofit Veterans Building areas as described below as part of the Opera’s fundraising efforts for Veterans Building improvements. The Opera will return to the Board’s Veterans Building Project Committee for approval of the specific design and placement of such naming plaques or signage.

<u>Naming Opportunity</u>	<u>Location of Naming Signage</u>
<u>Shared Spaces:</u>	
Atrium Theatre (4 <sup>th</sup> floor center)	Location TBD in Theatre
Education & Media Studio (4 <sup>th</sup> floor east)	Location TBD in Studio
McAllister Entrance Foyer (1 <sup>st</sup> floor)	Location TBD in Foyer
Donor Wall	4 <sup>th</sup> floor Elevator Lobby
Diane B. Wilsey Center for Opera	Naming signage in two locations:
	1) McAllister Street entry door;
	2) 4 <sup>th</sup> floor north Elevator Lobby
North & South Hallways (4 <sup>th</sup> floor)	Locations TBD in north & south hallways

Opera Year-Round Spaces:

Costume Shop (4 <sup>th</sup> floor)	At Costume Shop entrance
Opera Archives (4 <sup>th</sup> floor)	At entry to Opera Archives
Opera Conference Rooms (4 <sup>th</sup> floor)	At entries to Conference Rooms

**Building Committee:**

**Replacement of Opera House Box Seats:** President Myatt reported the Building Committee met earlier today to consider and adopt recommendations concerning the War Memorial's replacement of Opera House Box Seats. He stated that the Opera House box seats were last replaced in 1989, 24 years ago. Since that time, the seats have been reupholstered 4-5 times, and seat frames have been repeatedly repaired. President Myatt stated that War Memorial staff has been working with various vendors on a plan to replace the box seats, and staff presented sample replacement seats and pricing proposals to the Committee. He stated that in her presentation, Ms. Murray noted that the new chairs would be constructed of a stronger wood, Italian beechwood, with no padding or fabric on the arms, and would use gimp rather than tacks as the decorative upholstery edge. Ms. Murray also stated that that new box seats will be funded both with an existing appropriation for seating upgrades and an additional appropriation in the FY 2013-14 budget.

President Myatt reported that following discussion, the Committee voted unanimously to recommend to the full Board that the sample seat with both red and crackle finishes be approved. Following discussion, and on motion of Trustee Bechtel, seconded by Vice President Bashford, the following resolution was unanimously adopted:

RESOLUTION NO. 13-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Building Committee, and approves the sample seat presented by staff for the replacement of the Opera House Box Seats.

**REGULAR ITEMS**

**War Memorial Budget for Fiscal Year 2013-14 and Fiscal Year 2014-15:** President Myatt stated that City department budget requests for the next fiscal year are due to be submitted to the Controller and Mayor on February 21, 2013. He stated that to meet this deadline, the Board must consider and approve the War Memorial's FY 2013-14 proposed budget at the February Board meeting. President Myatt referred this matter to the Budget and Finance Committee, and asked the Committee to schedule a meeting during the next month to consider and adopt recommendations on the War Memorial's budget request for Fiscal Year 2013-14.

**GOOD AND WELFARE**

Trustee Shultz reported that she had a tour of the new San Francisco Jazz Center. She stated it is a beautiful addition to the community and its unique and different architecture is a true enhancement to the Civic Center area. The Board asked that a letter be sent to SFJAZZ, congratulating them on their new building and welcoming them to the Civic Center Performing Arts Campus.

**ADJOURNMENT**

There being no further business, President Myatt adjourned the meeting at 2:30 p.m.

Jennifer E. Norris  
Executive Secretary