#### WAR MEMORIAL BOARD OF TRUSTEES

War Memorial Opera House 301 Van Ness Avenue, Fourth Floor Board Room San Francisco, California 94102 (Entry at Opera House North "Carriage" Door)

## OFFICIAL MEETING NOTICE

# WAR MEMORIAL BOARD OF TRUSTEES **SPECIAL MEETING**

Thursday, February 18, 2016 at 3:00 p.m.

#### **AGENDA**

Roll	Call.
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**Action** Approval of Minutes: Approval of minutes of the regular meeting of January 14, 2016. (Draft minutes of the regular meeting of January 14, 2016.)

**Vice President's Report:** Current developments and announcements.

1. In memory of War Memorial Board of Trustees President Wilkes Bashford.

## **Managing Director's Report:**

1. Rental Requests: Opera House; Davies Symphony Hall; Herbst Theatre. (Rental Requests for February 18, 2016; Additional Rental Requests for February 18, 2016.)

2. Director's Report: Managing Director to report on recent activities and make announcements.

a. Veterans Building Meeting Room Usage: October 2015 – January 2016. (Veterans Building Meeting Rooms Actual Usages FY 2015-16.)

b. Opening of Veterans Building Café.

# Secretary's Report:

1. Approval of January 2016 Housekeeping Expenditures. (Revenue, Appropriations, Housekeeping Expenditures Reports for January 31, 2016.)

#### **Committee Reports:**

1. Budget and Finance Committee:

a. Proposed Rental Rates for Fiscal Year 2016-17.

b. War Memorial Departmental Budget for Fiscal Years 2016-17 and 2017-18.

**Good and Welfare:** Opportunity for Trustees to make remarks including special thanks and

congratulatory remarks.

**Public Comment:** Public comment on items within the jurisdiction of the Board of Trustees,

but not on the agenda.

#### **Miscellaneous Correspondence:**

1. Condolence letter from American Legion War Memorial Commission on the passing of War Memorial Board of Trustees President Wilkes Bashford.

(Letter dated January 29, 2016, from American Legion War Memorial Commission, on passing of War Memorial Board of Trustees President Wilkes Bashford.)

#### Regular Items.

1. Proposed revisions to Zellerbach Rehearsal Hall preferential booking policies and

Refer to

Information

**Information** 

/ Discussion

**Action** 

**Information** / Discussion

Information / Discussion

**Action** 

Action

**Action** 

<u>Information</u>

/ Discussion

Information

/ Discussion

<u>Information</u> / Discussion

procedures. <u>Committee</u>

2.	Patina Restaurant Group request for food and beverage pricing increases and approvals in War Memorial and Performing Arts Center food and beverage facilities. (Letter dated February 10, 2016, from Patina Restaurant Group, requesting food and beverage pricing increases and approvals.)	Refer to Committee		
3.	San Francisco Opera request to place cocktail tables in the Opera House main lobby during Opera Season performances. (Letter dated February 12, 2016, from San Francisco Opera, requesting to place cocktail tables in the Opera House main lobby during Opera Season performances.)	Refer to Committee		
4.	4. Drafting of a policy regarding terms of occupancy for potential new veterans organizations to occupy space in the Veterans Building.			
5.	Schedule for War Memorial Board of Trustees election of officers for calendar year 2016.	Refer to March 2016 Meeting		
6.	CLOSED SESSION – Pending litigation regarding space allocation for and facility use by the San Francisco Posts of the American Legion in the Veterans Building.  a. Public Comment on all matters pertaining to the closed session.			
	<ul> <li>b. Vote on whether to hold closed session to confer with Legal Counsel regarding pending litigation [San Francisco Administrative Code Section 67.10(d)].</li> </ul>	<u>Action</u>		
	c. Closed session pursuant to Government Code Section 54956.9(d)(1) and San Francisco Administrative Code Section 67.10(d)(1).	<u>Discussion</u>		
	1) CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION [City as defendant, American Legion War Memorial Commission as petitioner; In the Matter of San Francisco War Memorial Trust, dated August 19, 1921, as amended June 30, 1928; San Francisco Superior Court; Case No. PTR-15-298701; filed April 17, 2015].	<u>Possible</u> <u>Action</u>		
	d. Reconvene in Open Session:			
	1) Possible report on action taken in closed session [Government Code Section 54957.1(a)(2) and San Francisco Administrative Code Section 67.12(b)(2)].	<u>Action</u>		
	2) Vote to elect whether to disclose any or all discussions held in closed session [San Francisco Administrative Code Section 67.12(a)].	<u>Action</u>		

# Adjournment.

# San Francisco War Memorial and Performing Arts Center

#### **BOARD OF TRUSTEES**

Wilkes Bashford, President Thomas E. Horn, Vice President

Nancy H. Bechtle

Belva Davis Gorretti Lo Lui

Mrs. George R. Moscone

MajGen J. Michael Myatt, USMC (Ret.)

Paul F. Pelosi

Charlotte Mailliard Shultz

James W. Stafford

Diane B. Wilsey

### **DEPARTMENT REPRESENTATIVES**

Elizabeth Murray, Managing Director

Jennifer Norris,

Assistant Managing Director and

**Executive Secretary** 

Telephone: (415) 621-6600 FAX: (415) 621-5091

Interested persons unable to attend this meeting may submit written comments regarding agenda items which will be distributed to Trustees, and made part of the

official public record.

Materials accompanying agenda items are available for inspection and copying during regular office hours at the War Memorial office, located at 401 Van Ness Avenue, Suite 110, San Francisco, CA 94102. Any materials distributed to the members of the War Memorial Board of Trustees within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the above-mentioned War Memorial office during regular business hours.

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The President may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or similar sound-producing electronic device.

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To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the War Memorial office at 621-6600 at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday.





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Accessible parking is available at the following locations: two (2) designated blue curb spaces on the southwest corner of McAllister Street at Van Ness Avenue; and the Performing Arts Garage (entrance on Grove Street between Franklin and Gough Streets, immediately behind the San Francisco War Memorial and Performing Arts Center).

#### KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code). Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4689

Office: (415) 554-7724 Fax: (415) 554-7854

E-mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <a href="http://www.sfgov.org/sunshine">http://www.sfgov.org/sunshine</a>.