

# SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

## RENTAL REQUESTS: July 8, 2021

### DAVIES SYMPHONY HALL

San Francisco Symphony 2021-22 Season Partial	Sep 17, 2021-Jan 31, 2022	\$207,780.00 vs 10% \$222,280.00.00 max.
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### WAR MEMORIAL OPERA HOUSE

San Francisco Opera Fall 2021 Season	Jul 26, 2021-Dec 4, 2021	\$192,480.00
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### HERBST THEATRE

American Bach Soloists Summer Festival Concerts	August 3 & 5, 2021	\$2,750.00
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Wharton School, University of Pennsylvania Graduation Ceremony	August 15, 2021	\$1,375.00
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San Francisco Performances Alexander String Quartet w/ R. Greenberg	September 12 & 19, 2021	\$2,750.00
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Equal Justice Society Film Screening & Pre-Reception	September 20, 2021	\$1,375.00
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Twirling Princess Inc. Student Dance Recitals Student Dance Recitals	November 21, 2021 June 25, 2022	\$5,500.00
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French American International School Spring Concert	May 26, 2022	\$1,375.00
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### WILSEY CENTER

San Francisco Opera DEC Workshops	June 14-17 & 21-25	\$1,620.00
Rehearsals, Workshops & Meetings	July 5-August 15, 2021	\$25,800.00
Rehearsals, Workshops & Meetings	October 4-19, 2021	\$7,775.00

Opera Parallele Film Screening & Reception	July 15, 2021	\$1,075.00
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Julliard Drama Auditions	February 5 – 8, 2022	\$4,300.00
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Philharmonia Baroque Orchestra Vocal Concert Gala Activities	January 22, 2022 February 4, 2022	\$2,900.00
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\*Based on current rental rates as rates for 2022-23 Season are not yet set.

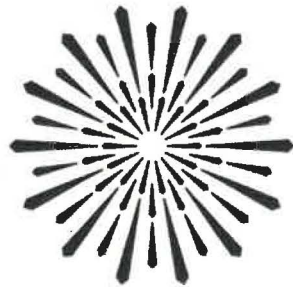
**San Francisco War Memorial**  
**FY 2020-21 Revenue Report - June 30, 2021**

REF.		JUNE REVENUE	YEAR TO DATE	LAST YEAR TO DATE
<b>FACILITY RENTAL</b>				
435511	Opera House	\$ 7,075.00	\$ 122,225.00	\$ 426,720.00
435512	Green Room	2,200.00	\$ 4,800.00	224,205.01
435521	Herbst Theatre	6,575.00	\$ 22,750.00	206,278.63
435531	Davies Symphony Hall	24,835.00	\$ 123,035.00	519,826.35
435542	Wilsey Center	12,000.00	\$ 30,270.00	131,945.00
462891	Zellerbach Rehearsal Hall	23,510.00	\$ 56,755.00	211,555.00
<b>OFFICE RENTAL</b>				
435519	San Francisco Opera (OH)	15,060.52	\$ 180,726.72	173,798.18
435519	San Francisco Ballet (OH)		\$ 28,725.18	27,113.02
435539	San Francisco Symphony (DSH)	15,170.40	\$ 182,044.00	186,147.00
435540	Veterans Bldg. Office Rent (SFO)	37,979.87	\$ 417,778.70	454,483.25
435540	Veterans Building Occupancy Fees	9,846.42	\$ 121,163.79	11,012.61
<b>FOOD/BEVERAGE CONCESSIONS</b>				
435611	Opera House	-	-	317,936.96
435611	Herbst Theatre	-	-	53,598.98
435631	Davies Symphony Hall	-	-	199,661.93
<b>PROGRAM CONCESSIONS</b>				
435612	Opera House	-	-	1,264.84
435612	Herbst Theatre	-	-	1,666.09
435632	Davies Symphony Hall	-	-	3,907.52
<b>OTHER</b>				
435232	Parking Fees	-	-	35,338.25
462899	Miscellaneous Revenue	30.00	1,543.00	180,939.37
<b>GROSS REVENUE</b>		<b>\$ 154,282.21</b>	<b>\$ 1,291,816.39</b>	<b>\$ 3,367,397.99</b>
	Less 15% War Memorial Reserve	(23,142.33)	(190,005.54)	(552,643.71)
	Payment to War Memorial Commission	(2,500.00)	(31,845.00)	(37,140.00)
<b>NET REVENUE</b>		<b>\$ 128,639.88</b>	<b>\$ 1,069,965.85</b>	<b>\$ 2,777,614.28</b>
<b>OTHER FUNDS</b>				
435614	Concessions Equipment Replacement	\$ -	\$ 548.07	\$ 26,692.68

**San Francisco War Memorial**  
**FY 2020 - 2021 Appropriations Report - June 30, 2021**

Account	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 5,697,256	\$ 5,008,010	\$ 689,246
505010	Temporary Salaries	\$ 306,153	\$ 368,489	\$ (62,336)
509010	Premium Pay	\$ 142,074	\$ 84,691	\$ 57,383
510210	One-Time Salaries Payments		\$ 57,301	\$ (57,301)
511010	Overtime	\$ 92,661	\$ 38,571	\$ 54,090
501070	Holiday	\$ 95,904	\$ 54,504	\$ 41,400
513000	Mandatory Fringe Benefits	\$ 3,428,042	\$ 3,177,996	\$ 250,046
521030	Air Travel	\$ -	\$ -	\$ -
521050	Non-Air Travel	\$ -	\$ 572	\$ (572)
522000	Training	\$ 12,600	\$ 679	\$ 11,921
523010	Auto Mileage // Local Field Expense	\$ -	\$ 145	\$ (145)
524010	Membership Dues	\$ 3,795	\$ 3,150	\$ 645
527090	Special Inspection & Testing Services	\$ -	\$ 11,318	\$ (11,318)
527610	Systems Consulting	\$ 94,750	\$ 31,750	\$ 63,000
527990	Other Professional Services	\$ 9,550	\$ 74,988	\$ (65,438)
528010	Scavenger Service	\$ 328,411	\$ 89,471	\$ 238,939
528030	Pest Control	\$ 36,828	\$ 34,144	\$ 2,684
528910	Elevator Service	\$ 254,398	\$ 317,073	\$ (62,676)
528990	Other Building Maintenance Services	\$ 1,135,550	\$ 1,394,630	\$ (259,080)
529110	Data/Word Processing Maintenance	\$ 18,060	\$ 3,109	\$ 14,951
529990	Other Equipment Maintenance	\$ 41,882	\$ 28,694	\$ 13,188
531000	Equipment Lease/Rental	\$ 17,456	\$ 10,569	\$ 6,887
535000	Other Current Expenses (535000-535990)	\$ 50,130	\$ 26,599	\$ 23,531
540000	Materials & Supplies	\$ 344,223	\$ 334,635	\$ 9,587
552110	Taxes (Community Benefit District)	\$ 262,715	\$ 165,504	\$ 97,211
552115	Sales Tax	\$ -	\$ 55	\$ (55)
552210	Fees, Licenses and Permits	\$ 26,800	\$ 58,164	\$ (31,364)
581051	PUC - Light, Heat and Power	\$ 844,410	\$ 605,857	\$ 238,553
581063	PUC - Sewer Service	\$ 120,113	\$ 37,602	\$ 82,510
581064	PUC - Water	\$ 121,360	\$ 42,390	\$ 78,971
581140	DT - Technology Projects	\$ 102,029	\$ -	\$ 102,029
581210	DT - Technology Infrastructure	\$ 147,498	\$ 147,498	\$ -
581270	City Attorney - Legal Services	\$ 40,000	\$ 14,911	\$ 25,090
581325	DTIS - Enterprise Agreement	\$ 3,793	\$ 3,548	\$ 245
581360	DTIS - Telephone Services	\$ 33,087	\$ 28,093	\$ 4,993
581410	GSA - Custodial Services	\$ 1,784,487	\$ 1,140,854	\$ 643,633
581450	DHR - Management Training	\$ 22,935	\$ -	\$ 22,935
581460	DHR - Workers Compensation	\$ 102,541	\$ 87,521	\$ 15,020
581570	DPH - Medical Services/Training	\$ 36,150	\$ (3,699)	\$ 39,849
581580	DPH - Toxic Waste & Haz. Mat Svcs.	\$ 15,058	\$ 5,420	\$ 9,639
581820	Purchasing - Reproduction	\$ 19,194	\$ 177	\$ 19,017
581880	Rec. Park - Gardener Services	\$ 187,177	\$ 185,449	\$ 1,728
	<b>TOTAL OPERATING</b>	<b>\$ 15,979,069</b>	<b>\$ 13,670,434</b>	<b>\$ 2,308,635</b>
14680	Facilities Maintenance	\$ 305,652	\$ 251,405	\$ 54,247
067ACP	Capital Improvements	-	-	-
067ACP	Capital Equipment	-	-	-
	<b>GRAND TOTAL</b>	<b>\$ 16,284,721</b>	<b>\$ 13,921,839</b>	<b>\$ 2,362,882</b>
10000	Debt Service	\$ 9,253,577	\$ 8,868,602	\$ 384,975
14720	War Memorial Reserve	\$ 1,887,157	\$ 377,542	\$ 1,509,615
14700	Concessions Equip. Repl. Fund	\$ 78,186	\$ 25,979	\$ 52,207

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SAN FRANCISCO  
**OPERA**

**EO**<sup>®</sup>  
ESSENTIAL OILS

**Prepared for**  
San Francisco War Memorial & Performing Arts Center  
July 8, 2021  
**CONFIDENTIAL**

## Background

EO

During the Covid shutdown in April & May 2021, San Francisco Opera and EO Products successfully partnered to provide audience members attending 14 live, drive-in performances at the Marin Center for the Arts with individual sanitizer wipes. The Opera would like to partner once again with EO Products



### **San Francisco Opera's clever 'Barber' lights up the drive-in**

Company brings back live shows with satisfying, high-tech production





## Why a partnership?

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As live performances slowly return to the War Memorial Opera House, San Francisco Opera wishes to **communicate to its audience members that health and safety protocols are a top priority**. San Francisco Opera would like to continue this partnership and provide its in-house audiences with the same high quality, sanitizing products from a well known, respected Bay Area brand.



Established in 1995, EO has earned the trust of the most ingredient-savvy and health-conscious consumers.

- EO celebrates the benefits of using pure essential oils and never uses synthetic fragrances, parabens and is always phthalate-free.
- Our family-owned and operated manufacturing facility in San Rafael, CA is just one of our many commitments to putting people and the planet first.





# EO's Commitment to Quality

EO



## WHAT'S IN THE BOTTLE

Plant-based ingredients

100% pure essential oils

Long-standing relationships  
with sustainable suppliers from around the  
world

PCR packaging (100% recycled plastic)

Whole lot of Love

## WHAT'S NOT IN THE BOTTLE

synthetic fragrance

parabens

phthalates

GMOs

gluten

disodium EDTA

sodium-laureth-sulfate

triclosan

BZK

isopropyl alcohol

animal testing

# Amenity offering for War Memorial Opera House Audiences EO

Protect and soothe hands with our calming French Lavender scented hand sanitizer



## EO Hand Sanitizer Gel

- Made with Organic Jojoba Oil and Sugar-Cane derived alcohol
- Use to protect hands from germs and soften skin with the moisturizing botanical ingredients.

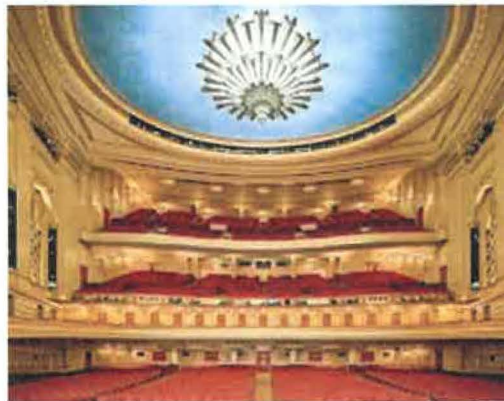
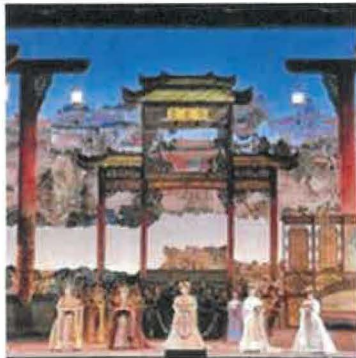


## EO Hand Sanitizing Wipe

- Sustainable bamboo cloth to wipe away germs and dirt
- Made with Vegetable Glycerin, Aloe Vera, Calendula, Chamomile and Pure Essential Oils.

## San Francisco Opera's 2021-22 Season:

- Fall/Winter: August 21 - December 3, 2021 (17 performances)
- Spring/Summer: June 14 – July 2, 2022 (16 performances)



Photos: Cory Weaver

# Where

EO



Custom co-branded signage; to be designed by EO and approved by SF Opera



## War Memorial Opera House lobbies:

33 locations to be selected by WMPAC.



## War Memorial Opera House Box Office windows:

small baskets of individual sanitizing wipes.



## War Memorial Opera House Littlefield Intermezzo Lounge:

small basket of individual sanitizing wipes placed on the bar and, space permitting, on select cafe tables.

Photo: John Boatwright



Thank you, Friends!

EO + everyone



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

**Thursday, June 10, 2021**

The Board of Trustees of the War Memorial of San Francisco met remotely in regular session on Thursday, June 10, 2021, at 2:00 p.m., President Horn presiding.

**ROLL CALL**

**Present:** President Horn, Vice President Shultz, Trustee Bechtle, Trustee Gatti, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Wilsey and Trustee Wright

**Staff Present:** John Caldon, Managing Director, and Jennifer Norris, Assistant Managing Director

**PRESIDENT'S REPORT**

President Horn reported that tonight the Herbst Theatre is having its first live performance since COVID closures began in March 2020. Philharmonia Baroque Orchestra will be hosting an invitation-only donor concert followed by a publicly sold concert tomorrow. These concerts kick off a summer season that will also include concerts by San Francisco Performances and build toward a robust fall season.

President Horn reported that the Veterans Commemoration Committee's "Fortress San Francisco" banner exhibit celebrating San Francisco's many contributions to the victory in World War II has been unveiled. The eight panels, which were designed by students from the Academy of Art University under the leadership of Trustee Myatt and Trustee Levin, are now hanging in the Veterans Building Lobby. They serve as an historic marker and educational display for all visitors to the building.

President Horn announced the retirement of Ruby Henderson, long-serving Executive Secretary to the Managing Director. He proposed a resolution commemorating her many accomplishments. On motion of Vice President Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

**RESOLUTION NO. 21-13**

- Whereas,* RUBY L. HENDERSON will retire on June 30, 2021, after working for the City and County of San Francisco for over twenty-eight years; and
- Whereas,* Ruby has provided outstanding service to the San Francisco War Memorial and Performing Arts Center, initially as a Senior Clerk Typist and then for more than twenty-seven years as an Executive Secretary; and
- Whereas,* Ruby, in her role as Executive Secretary to the Managing Director, has assisted and supported three Managing Directors through the years; and
- Whereas,* Ruby, in her role as Recording Secretary to the War Memorial Board of Trustees, has served as the department's communication liaison with trustees, tracking attendance, creating agendas, mailing materials, and preparing minutes, with great attention to detail, for hundreds of Board and Committee meetings; and

- Whereas,* Ruby, in her role as Office Manager and de facto Manager of the War Memorial's secretarial staff, has trained, mentored, and supported a generation of administrative support staff in providing exemplary service; and
- Whereas,* Ruby has managed the treasuring and distribution of Trustee tickets for more than sixteen thousand performances; and
- Whereas,* Ruby has smoothly and efficiently handled and resolved problems – of every type imaginable and unimaginable; now Therefore Be It
- Resolved,* By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend RUBY L. HENDERSON for her outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees, and patrons, and extend to her heartfelt best wishes in her new endeavors.

On invitation from President Horn, Ms. Henderson expressed her gratitude for having worked at the War Memorial and thanked Trustees for the resolution.

Kelly Tweeddale, Executive Director of the San Francisco Ballet, reported on the Ballet completing its first digital season and the good response to its current subscription renewals. She expressed gratitude to War Memorial Trustees and staff for their support.

#### **MANAGING DIRECTOR'S REPORT**

**Approval of Consent Agenda:** Director Caldon stated that items submitted on the Consent Agenda included minutes of the May 13, 2021, meeting of the Special Committee on Racial Equity, the minutes of the May 13, 2021, regular meeting of the Board, and Rental Requests and Rental Refund Requests for June 10, 2021. He requested their approval. On motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-14**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the May 13, 2021, meeting of the Special Committee on Racial Equity, the minutes of the May 13, 2021, regular meeting of the Board, and Rental Requests and Rental Refund Requests for June 10, 2021, are hereby approved.

Director Caldon reported that on Wednesday, June 16, 2021, and Wednesday, June 23, 2021, he will be presenting the departmental budget to the Board of Supervisors. He further stated that staff met with Global Gourmet Catering this week and that they look forward to coming back to provide concession services.

#### **SECRETARY'S REPORT**

**Revenue, Appropriations, and Housekeeping Expenditures:** Assistant Managing Director Jennifer Norris requested approval of the Revenue, Appropriations and Housekeeping Expenditures Reports for May 31, 2021. On motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-15**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the May 31, 2021 Revenue, Appropriations and Housekeeping Expenditures Reports are hereby approved.

**Opera House Seating Update:** Ms. Norris reported that the Opera House seating project will meet its scheduled date of completion of August 18, 2021.

Ms. Norris announced that Booking Manager Stephanie Smith had resigned from her position at the War Memorial after 13 years. On behalf of Trustees, President Horn thanked Ms. Smith for her service.

### **COMMITTEE REPORT**

**Special Committee on Racial Equity:** President Horn reminded Trustees that at the regular meeting on May 13, 2021, Trustee Wright, Chair of the Special Committee on Racial Equity, shared with Trustees a draft Racial Equity Statement created with input from Committee members and War Memorial staff. Prior to today's meeting, Trustees received the draft statement to review for approval.

President Horn requested that the draft statement be read into the statement. Assistant Managing Director Jennifer Norris read it for the record:

"The San Francisco War Memorial and Performing Arts Center, a monument to our nation's veterans, the birthplace of the United Nations, was created for the enjoyment of all people.

The War Memorial, under our care, has a long history of supporting European art forms, oftentimes to the exclusion of other art forms, artists, arts organizations, and their patrons, in particular people of color. Having been entrusted with San Francisco's premiere performing arts venues, the War Memorial Board of Trustees understands our broader obligation to San Francisco's performing arts communities. Trustees and staff will work to create an environment where people of all backgrounds participate in, and are enriched by, performances and presentations in venues which we have dedicated ourselves to preserving for generations to come.

The War Memorial Board of Trustees is fully committed to advancing racial equity through our policies and the use of our venues. The effectiveness of our work will be evident by the expansion of the racial and ethnic diversity of the patrons, presenters, and workers under our roofs."

Following discussion, and on motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

### **RESOLUTION NO. 21-16**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it approves the War Memorial Board of Trustees Racial Equity Statement.

### **REGULAR ITEMS**

**Pamela Rosenberg Bas Relief:** President Horn reported that at the regular meeting of the Board on November 12, 2020, Trustees approved the final design and installation location of the bas relief of former Opera Director Pamela Rosenberg. The bas relief has since been completed and a photo of the actual sculpture was shared with Trustees prior to this meeting.

Today, the Opera is returning with a request to add to the bas relief a marble base that will bear an inscription of Ms. Rosenberg's name. Ellen Presley of the San Francisco Opera presented the request to Trustees.

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

### **RESOLUTION NO. 21-17**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it approves the addition of a marble base to the bas relief of Pamela Rosenberg bearing an inscription of her name.

### **GOOD AND WELFARE**

Trustee Levin stated it is important that Trustees passed the Racial Equity Statement, as many of our fellow Chinese and Asian citizens are feeling the sting of hatred today. Trustee Levin noted that panels in the "Fortress San Francisco" exhibit in the Veterans Building Lobby depict that more than 100,000 Americans of Japanese ancestry were placed in camps and that many women and racial minorities were brought into the job market during World War II.

### **PUBLIC COMMENT**

President Horn opened public comment by noting that public comment is an opportunity for members of the public to address Trustees on items within the subject matter jurisdiction of the Board but not on the agenda.

President Horn stated that during the 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](mailto:WarMemorialBoard@sfgov.org) or by leaving public comment as a voicemail at 415-554-6308 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.

### **ADJOURNMENT**

There being no further business to come before the Board, President Horn adjourned the meeting at 2:45 p.m.

Jennifer E. Norris  
Executive Secretary