

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

**Thursday, December 11, 2003**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, December 11, 2003, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

**ROLL CALL**

Present: President Jarman, Vice President Bashford, Trustee Farrow, Trustee Haas, Trustee Horn, Trustee Leones, Trustee Reynolds, Trustee Shultz;

Absent: Trustee Balianz, Trustee Bechtle, Trustee Moscone.

Staff Present: Elizabeth Murray, Managing Director  
Gregory P. Ridenour, Assistant Managing Director/Executive Secretary

**APPROVAL OF MINUTES**

President Jarman called for approval of the minutes of the November 13, 2003 regular meeting of the Board. On motion of Trustee Farrow, seconded by Trustee Shultz, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Mayor of San Francisco:** On behalf of the Board of Trustees, President Jarman commended and thanked Willie L. Brown, Jr. for his eight years as Mayor of the City and County of San Francisco. President Jarman stated that during his two terms, Mayor Brown has overseen the development, improvement and growth of San Francisco, and has established extraordinarily high standards, which will benefit the City for years to come.

President Jarman extended congratulations and best wishes to Mayor-elect Gavin Newsom, who has already made significant contributions to the City as a member of the Board of Supervisors, and whose dedication, skill and leadership is certain to enhance and strengthen the future of San Francisco.

**War Memorial Budget for FY 2004-05:** President Jarman reported that City department budget requests for the next fiscal year must be submitted to the Controller's Office by mid-February 2004. He noted that in order to meet this deadline, the Board will have to consider and approve the War Memorial's budget request at the February meeting. President Jarman referred this matter to the Board's Budget and Finance Committee and requested the Committee to meet during the next two months and provide recommendations to the full Board at the February meeting.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 03-43**

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**

San Francisco Performances	October 24, 2004	\$4,950.00 vs. 10%
25 <sup>th</sup> Anniversary Season	November 5, 13, 2004	\$11,550.00 maximum

**HERBST THEATRE**

California Academy of Sciences	February 25, 2004	\$3,450.00
Conversations Series 2004	April 7, 13, 28, 2004	
	May 26, 2004	
	June 2, 2004	
San Francisco Jazz Festival	April 9, 10, 11, 30, 2004	\$7,925.00
Spring 2004 Season	May 7, 8, 9, 22, 28, 29, 30, 2004	
	June 13, 15, 2004	
Nishikawa School of Japanese Dance	July 9 & 10, 2005	\$1,150.00
Nishikawa Kai in San Francisco		
Pacific Union Real Estate Group, Ltd.	February 25, 2004	\$1,000.00
Breakfast in Lobby & Company Meeting		

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

**RESOLUTION NO. 03-44**

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

**LOUISE M. DAVIES SYMPHONY HALL**

Bill Graham Presents	March 23, 2004	\$1,650.00 vs. 10%
Jackson Browne		\$5,000.00 maximum

**HERBST THEATRE**

San Francisco Gu-Zheng Music Society "Music In Drama: Regional Chinese Traditions"	March 21, 2004	\$575.00
Star Dance Studio Open Rehearsal and Two Performance Annual Dance Recital	June 10 –12, 2004	\$1,725.00
Ark of Refuge One Voice: AIDS Gospel Concert	March 22, 2004	\$575.00

**SECRETARY'S REPORT**

**Revenue, Appropriations and Status of Building Projects Reports for November 2003:** Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for November 2003, and requested a resolution to approve November 2003 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Vice President Bashford, the following resolution was unanimously adopted:

**RESOLUTION NO. 03-45**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040205 through WM040239 and Revenue Transfer to Job No. 6275A are hereby approved.

**REGULAR ITEMS**

**Election of Officers for 2004:** President Jarman opened the floor to nominations for of the offices of President and Vice President of the War Memorial Board of Trustees for 2004. Trustee Horn nominated Claude M. Jarman, Jr. for a second term for the office of President, and Wilkes Bashford for a second term for the office of Vice President, of the Board of Trustees for 2004. This motion was seconded by Trustee Shultz, and unanimously adopted as follows:

**RESOLUTION NO. 03-46**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the offices of President and Vice President of the Board of Trustees for 2004 are hereby closed; and further,

RESOLVED, That this Board unanimously elects Claude M. Jarman, Jr. as its President and Wilkes Bashford as its Vice President for calendar year 2004.

**MISCELLANEOUS CORRESPONDENCE**

**Letter from American Legion War Memorial Commission:** President Jarman stated that Trustees have received a copy of the November 26, 2003 letter to the Board from Joe Aquino, Chair of the American Legion War Memorial Commission, advising that he has appointed a new negotiating Ad Hoc Committee in connection with negotiations of the expired two-year agreement between the Board of

Trustees and the Commission. President Jarman referred this letter to the Budget & Finance and Veterans Committees in which the matter of the agreement renewal remains pending.

**ADJOURNMENT**

There being no further business, President Jarman adjourned the meeting at 2:15 p.m.

Gregory P. Ridenour  
Executive Secretary