

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Thursday, August 14, 2014**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, August 14, 2014, 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 Lui, Trustee Moscone, Trustee Pelosi, Trustee Shultz, Trustee Wilsey

Absent: Trustee Stafford

Staff Present: Elizabeth Murray, Managing Director

**APPROVAL OF MINUTES**

President Myatt called for approval of the minutes of the July 10, 2014 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Letter from Mayor Lee regarding Mayor's Policy on Commissioner Attendance:** President Myatt stated that Trustees received a copy of the July 9 letter from Mayor Lee regarding the Mayor's Policy on Commissioner Attendance. The Mayor's letter outlines baseline standards for commissioner attendance at meetings of appointive bodies. The Mayor has established a working goal of 100% attendance for commissioners and sets forth the procedure to be followed if a commissioner is unable to attend a commission meeting. President Myatt said this letter shall be incorporated into the Board of Trustees' attendance policy.

**San Francisco Veterans Memorial - Dedication:** President Myatt stated that construction of the San Francisco Veterans Memorial is on target for the planned dedication ceremony on Friday, October 10, at 3:00 p.m. President Myatt said he hopes all Trustees will be able to attend this important dedication ceremony.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray stated that rental requests mailed to Trustees are routine and she requested their approval. On motion of Vice President Bashford, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

**RESOLUTION NO. 14-31**

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

**WAR MEMORIAL OPERA HOUSE**

San Francisco Symphony Opening Night Aria Reception	September 3, 2014	\$675.00
Golden Gate Business Association 40 <sup>th</sup> Anniversary Reception	November 10, 2014	\$5,000.00

**LOUISE M. DAVIES SYMPHONY HALL**

Academy of Art University Student Orientation	August 27, 28, 2014	\$6,250.00
Another Planet Entertainment Diana Krall	November 12, 2014	\$2,500.00 vs.10% \$7,250.00 maximum

**Opera House Main Curtain:** Ms. Murray reported that during the last performance of the San Francisco Opera Summer Season on July 13, one of the vertical webbings on the Opera House main curtain lining failed, causing major tears in the curtain lining and smaller tears in the gold drape. War Memorial staff immediately contacted Tru-Roll, the Los Angeles company which re-created the curtain in 1997 to match the 1932 original curtain, and Tru-Roll sent a representative to San Francisco to inspect the curtain. Upon inspection, it was found that the failure occurred due to weakening of the lining fabric from fire-retardant spray. It was determined that the curtain lining and vertical webbing system would need to be replaced and the tear in the gold drape repaired. Tru-Roll advised there are new lining fabrics available which are inherently flame resistant which will eliminate a future similar problem of fabric weakening from fire retardant sprays. Ms. Murray stated that with assistance from the San Francisco Opera stage crew, the main curtain was taken down and shipped to Los Angeles on July 25. Tru-Roll will complete its work and return the curtain to the Opera House by August 28. Ms. Murray stated that costs for replacing the curtain lining and webbing, repairing gold curtain tears and shipping to and from Los Angeles are projected to total \$35,000, which is being funded by the War Memorial reserve fund.

**Patina's Opera House Improvements:** Ms. Murray reported that Patina has commenced implementation of approved improvements in the Opera House lower lounge and dress circle lobby. Painting is scheduled to be completed on August 15, drapery installation will occur the week of August 18, followed by delivery of new furnishings on August 28. Ms. Murray stated the War Memorial has received a preliminary report from lighting consultant Auerbach/Glasow/French, and staff will now obtain cost estimates for the lighting consultant's recommendations. She said that upon receipt of cost estimates, staff will prepare a lower lounge project proposal for the Board's review.

**SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for July 2014:** Ms. Murray stated that Revenue, Appropriations and Housekeeping Expenditures reports for July 2014 have been distributed to Trustees, and she requested approval of July housekeeping expenditures as submitted. On motion of Trustee Moscone, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 14-32**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM150001 through WM150030 are hereby approved.

## COMMITTEE REPORTS

### Veterans Building Project Committee

#### **Veterans Building Seismic Upgrade & Improvements Project:**

Trustee Horn reported on the bi-weekly Veterans Building Project tours on July 29 and August 12. There is a great deal of demolition work on the roof and skylights in preparation for roof and skylight replacement. In late July, Pankow had a large hydraulic crane on site to hoist new HVAC equipment through openings in the roof into the attic. In the attic, a significant amount of structural steel is being installed as well as replacement of the catwalks.

Trustee Horn stated there is on-going discussion concerning the project schedule. The project is currently behind schedule by anywhere from 10 to 35 days, largely due to delays in steel fabrication and installation and additional plaster work. The project team has implemented several schedule recovery efforts and will continue to do so to meet the established completion date of July 1, 2015.

#### **Re-Painting of the Veterans Building Green Room:**

Trustee Horn reported that the Veterans Building Project Committee met earlier today to consider paint samples for re-painting of the Veterans Building Green Room. He stated that since recently receiving the \$500,000 donation from the San Francisco Performing Arts Center Foundation for repainting of the Green Room, the project team became focused on determining and recreating the historical painting and gilding design for the Green Room. Trustee Horn noted that Trustees received a copy of the Green Room Painting Study and Report prepared by John Canning, who also did the paint and color analysis during the Opera House project.

Trustee Horn stated that after reviewing historical information from the Canning report, the committee visited the Green Room to view painting samples prepared by Canning and the painting subcontractor for the Veterans Building project. The samples showed the original "sea foam" green on wall surfaces with shading where the wall surfaces meet gilded moldings; and two samples of "dutch metal" bronze gilding.

Trustee Horn reported that following the site visit and further discussion, the committee voted unanimously to recommend to the full Board the approval of the Green Room painting sample, including the "sea foam" green paint color and glazed shading, with the brightness of gilding to be slightly dulled and with rottenstone added to gilded areas out of hands reach.

Following discussion, and on motion of Chair Horn, seconded by Trustee Shultz, the following resolution was unanimously adopted:

#### RESOLUTION NO. 14-33

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 paint and gilding samples for the re-painting of the Veterans Building Green Room.

## REGULAR ITEMS

### **Opera request to install hospitality furnishings in the Opera House main lobby on a semi-permanent basis:**

President Myatt stated that Trustees have received a copy of the letter from the San Francisco Opera requesting to install semi-permanent furnishings in the Opera House main lobby. President Myatt referred this request to the Board's Building Committee for consideration and recommendation.

**PUBLIC COMMENT**

Nelson Lum, Chair of the American Legion War Memorial Commission, expressed appreciation to Tara Lamont, DPW Veterans Building Project Manager, for her considerate approach in keeping the American Legion War Memorial Commission informed on the progress of the Veterans Building Project.

**ADJOURNMENT**

There being no further business to come before the Board, President Myatt adjourned the meeting at 2:35 p.m.

Jennifer E. Norris  
Executive Secretary