

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, January 11, 2018**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 11, 2018, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

**ROLL CALL**

Present: President Bechtle, Vice President Walker, Trustee Davis, Trustee Horn, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Shultz, Trustee Wilsey  
Staff Present: Elizabeth Murray, Managing Director; Jennifer Norris, Assistant Managing Director

**APPROVAL OF MINUTES**

President Bechtle called for approval of the minutes of the December 14, 2017 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Committee Assignments for 2018:** President Bechtle stated that trustees have received a list of committee assignments for 2018. She said that any trustee who would like to serve on different or additional committees should let her know and she will be pleased to accommodate the request. She added that all trustees are welcome to attend committee meetings, however only committee members may vote on items before the committee.

**February Board Meeting:** President Bechtle stated that in order to accommodate the schedule for City departments' submission of budget requests for fiscal year 2018-19, the regular board meeting on Thursday, February 8 is being cancelled, and a special meeting has been scheduled for the following Thursday, February 15, 2018 at 2:00 p.m. President Bechtle asked trustees to adjust their calendars accordingly.

Ms. Norris stated that a Budget and Finance Committee meeting has been scheduled for Tuesday, February 13, 2018 at 2:00 p.m.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 18-01**

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

**HERBST THEATRE**

IndieBio	April 16, 17, 2018	\$4,500.00
Demo Day		

Surefire Productions LLC Mutek San Francisco	May 4, 2018	\$2,500.00
Xian Yun Academy of the Arts Spring Dance Concert	June 1, 2018	\$1,250.00
Asian Performing Arts Council Sing International Festival Concert	June 30, 2018	\$1,250.00

### **WILSEY CENTER FOR OPERA**

CPMC Ladies Group High Tea & Fashion Show	January 14, 2018	\$1,000.00
SF Ballet Symposium & Reception	March 20, 2018	\$1,025.00

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

#### **RESOLUTION NO. 18-02**

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

### **HERBST THEATRE**

How Women Lead Spotlight Awards Gala	February 1, 2018	\$1,250.00
San Francisco Performances Naumburg Gift Concert	April 25, 2018	\$1,250.00

### **WILSEY CENTER FOR OPERA**

San Francisco Opera Meet the Adlers Concert & Reception	February 8, 2018	\$1,025.00
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### **DIRECTOR'S REPORT**

**Food and Beverage Concessions and Catering Services – Request for Proposal:** Ms. Murray stated that Trustees are aware that the War Memorial's ten-year Food and Beverage Concessions agreement with the Patina Group is due to expire on July 31, 2018. In accordance with City requirements, a Request For Proposal process must be conducted for a new contract. Ms. Murray reported that the War Memorial published its Request For Proposal for Food and Beverage Concessions and Catering Services on January 10, and it has been widely distributed to interested parties, as well as it being posted on the City's website and the website of the International Association of Venue Managers. She noted that all RFP documents are available on the War Memorial's website as well as on the City's web page for City bid opportunities. Ms. Murray stated there will be a Pre-Proposal Tour and Conference on Monday, February 5 at 1:00 p.m. for interested parties, and invited trustees to attend. She said that the deadline for submission of proposals is March 28, 2018. Following review by War Memorial staff and resident company representatives, a selection recommendation will be made to the Trustees' Presentors Liaison Committee of the Board for consideration and adoption of recommendation to the full board.

Vice President Walker asked what facilities would be covered by a new Food and Beverage agreement. Ms. Murray stated that the new agreement will cover all performance concessions in the Opera House, Davies Symphony Hall, Herbst Theatre and Zellerbach Rehearsal Hall. She stated the selected operator will have exclusive rights to catering for events in the Opera House, Symphony Hall, Veterans Building main lobby and Zellerbach Rehearsal Hall; the new operator will also have exclusive rights to operate the Veterans Building Café. She noted that there are exemptions to the catering exclusivity including no less than two exemptions per year for each resident company when they may use a caterer of their choice, and exemptions for private office parties and service of refreshments to the press in the Opera House press room. She added that areas not covered by the catering exclusivity include the Veterans Building Green Room, Veterans Building Wilsey Center, San Francisco Arts Commission Gallery, Herbst Theatre lower lounge, and the Davies Symphony Hall Wattis Room and Green Room.

President Bechtle referred this matter to Presentors Liaison Committee, now being chaired by Trustee Horn.

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for December 2017:** Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for December 2017 have been distributed to Trustees, and she requested approval of December 2017 housekeeping expenditures as submitted.

On motion of Trustee Moscone, seconded by Trustee Myatt, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 18-03**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. 127641 through 136320 are hereby approved.

### **REGULAR ITEMS**

**Symphony request to install Bernstein exhibit:** President Bechtle stated that Trustees have received the letter from the San Francisco Symphony requesting to install an exhibit entitled "Leonard Bernstein at 100" in the First Tier lobby of Davies Symphony Hall from January 17 to February 28, 2018. The exhibit will be at the south or Van Ness end of the First Tier lobby and will consist of photos, programs and related memorabilia.

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

#### **RESOLUTION NO. 18-04**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the San Francisco Symphony's request to install an exhibit entitled "Leonard Bernstein at 100" in the First Tier lobby of Davies Symphony Hall from January 17 to February 28, 2018 is hereby approved.

### **GOOD AND WELFARE**

Trustee Levin noted that this month is the second anniversary of the passing of one of our board members, Wilkes Bashford, and asked that today's meeting be adjourned in his honor and memory.

Trustee Myatt stated that January 2 was the first meeting of 2018 of the Veterans Building World War I Commemoration Committee, that hopes to create exhibits relative to the centennial of the end of World War I, and that will include a ceremony in the Veterans Building or at the Veterans Memorial on Veterans Day. He stated that the next Commemoration Committee meeting is Tuesday, January 16, 2018, and that he will keep the trustees informed of all plans.

**ADJOURNMENT**

There being no further business to come before the Board, President Bechtle adjourned the meeting at 2:30 p.m. in the memory of Wilkes Bashford.

Jennifer E. Norris  
Executive Secretary