**April 6, 2021**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Kath Thomas, Don Glasell, Jim Jarecki, Glenn Braun, Dylan Hoffmann, Trigg Waller, Karren Harris, Michael Davies, Lorraine Freeman, Patrick McBriarty, Bill Derrah

Next meeting: Tuesday, May 4 at 12:00pm.

**Agenda:**

1. Approval of March 2, 2021 Minutes (including email addendum vote)
2. Operations Chair Report
	1. Recovery Update--ongoing
		1. Injection progress—no leakage where injections performed
		2. Mike’s progress—nearly done
		3. Break room equipment—mostly ordered
		4. Patio area repaving update, ongoing
	2. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress –
		1. Conference room
		2. 1905 mac race update
		3. Lobby area
	3. Finances:
		1. No major infusions of funds this past month.
	4. Funding Plan thoughts
		1. Brainstorming session notes (attached)
		2. Start the renewal process for Foundation grants: Driehaus, Sargent Family, …
		3. Start plans for an October Fundraiser
	5. Opening Date Thoughts, Considerations, and Requirements—Still June Target
	6. Volunteers: Glenn will be focused on volunteers
3. Communication Committee Report—Mary Ann
	1. 3rd Friday Ads
	2. Newsletter
4. Collections: Dylan
	1. Collection Policy (is on agenda for next board meeting)
	2. New acquires (see two attachments from Dylan)
5. Membership--Ronnie
	1. Start of phone calls (Trigg has done 5 already)
6. 3rd Fridays—Jim
	1. 3rd Friday report from last month
	2. Zoom Meeting Schedules
7. Old Business
8. New Business

**Approval of March Meeting Minutes:**

Lorraine moved to approve the amended March minutes as distributed. The motion was duly seconded and passed. *March minutes are ready for posting.*

**Operations Chair Report:**

**Recovery Update-** Status of North wall: observed evidence of moisture in one 3in x 5in area where the water has dried and crystalized even after thermos-seal; this was not along a crack, so it was not epoxy sealed. There is still no evidence of moisture accumulated along the cracks where the injections of epoxy sealant were placed.

Possibly based on a request of the BAC’s insurers, the BAC has given us (and other river level attendants with back doors along the river) flood barriers that we (or they) are able to insert over the base of the sliding doors to combat any future river overflows. The barriers can be manually maneuvered so it is highly suggested that we place them over the doors when we project there to be rain and overnight when the museum is closed. Dylan will email the OPC pictures of the flood barriers.

Another area of water damage concern is from the drainage pipes via the roof, the river, and the sewers. We would prefer the BAC block roof water from our drains and in addition install backflow valves so that river water or sewage water cannot seep into the connecting drains that drain from our area (locations are the sump pump, north storage room, and conference room). We want our pipes to only drain out, not in. These three areas are potential sources of water backup. Additionally, Doug requested that Dirk speak to Paul Levy about the current patio plans. We would like to be actively involved in that process along with the sewer connection plan. Finally, after the meeting, one additional area of concern is that the water in the bathroom backs up, which may be related to a very bad smell from the adjacent sump pump. Dylan has agreed to follow up on this.

Progress on South area: The south side is nearly completed. What is left is installation of the doors, two cabinets, and painting.

**Exhibit Redesign**- Valerie Van Heest has found new information on 1905 “All Women Mack Sailing Crew” that might be an addition to the current Mac sailing exhibit in the south gallery space. The OPC is in agreement that is a great exhibit idea and would love to see it come to fruition. Valerie is in the works of creating a still working on a formal proposal plan for that exhibit area. This exhibit may change the current story approach of the Skip Novak exhibit. The next exhibit area that Valerie will present will be the lobby area. That should happen in April.

During discussion, here are some marketing thoughts that potentially tie in with the all women crew idea:

* Collaborate on a story on the exhibit and the National Women’s Sailing Conference in September.
* Collaborate on a story on the exhibit and “Adventure Sail Day” presented by the National Women’s Sailing Association and partners Tall Ships America in August.
* If the Mac Race is run this year, team up with CYC and sailors of the Mac community to collaborate on a news article that would feature stories of past historic racers/ races. Sarah Wrens (spelling?) is the past chairman of the Mac race and would be a great resource for these articles.

A small group meeting was held with members of the OPC and Valerie. She presented here ideas about changing the Ralph Frese exhibit that we agreed would be in the conference room. Because of the smaller space, it was agreed that it will not be a canoe exhibit. However, it will tell the main story of Ralph’s life and accomplishments focusing on a few areas. A formal proposal is in the works. The details were discussed in the meeting, which was recorded, so if anyone wants a copy you can email Jerry directly.

Valerie is now working on a proposal for the lobby area. The rest of her team has been working on the designs of the Bubbly Creek exhibit, Lady Elgin exhibit, the Underwater Archive exhibit, Chicago Sailors exhibit, and the Bill Pinkney exhibit.

**Finances-** Sarah Metzger, Dave Metzger, and Jerry are working on two grant proposals. Jerry reported that this past month, incoming funds have been slow. Thus, the idea of a fund raiser for the year is timely.

**Funding Plan-** A small team met on March 17 to discuss event funding (meeting notes were distributed with the agenda). One conclusion is that it seems more prudent to focus on another virtual festival event in the fall, rather than an in-person gala (there are too many unknown factors with Covid-19). Another conclusion is that to raise the type of money we need for our operations, we need to start now. A reasonable target for this year is $150K. We learned from last year that to succeed, we must have at least half of that money early on, since it encourages others to give. By the time of the event, we should have 75% of the money raised. Jerry is (and will be) encouraging members of the Board to make this happen.

A formal event committee for the CMMFestival 2021 will be put together. If anyone who was not on the committee last year and would like to participate this year, please email Jerry.

Some ideas to improve upon:

* Fundraising (see above)
* Break out rooms- do not have them
* Mechanics of collecting money- may not have an auction, focus on funding for new exhibits
* Video mechanics? (it was ok).

Patrick moved that we start planning for a virtual fundraiser for fall 2021. The motion was duly seconded. Motion passed.

**Reopening-** Jerry reported that we are planning to reopen in June. We are missing a few items of furniture, appropriate Covid materials, and a review of our cash register system that we currently have from Bank of America.

A suggestion was made that as part of our reopening, a good PR story would be, “How far the CMM has come in the past five years” that tells our story since the 2016 grand opening. We could also host a small VIP event (under Covid gathering rules) at the museum. A VIP event would also be a good opportunity for our Board members to bring guests whom they deem as promising candidates to be new Board members (or large donors).

**Volunteers-**Glenn is the new Volunteer manager. He will follow up with those who have expressed an interest in volunteering at the CMM. So far, he has three candidates whom he will call to gather more information regarding what their interests and skill sets are, what they expect their volunteer experience to be like, and determine how we could best utilize the candidate.

**Communications Committee Report (Mary Ann):**

**Newsletter-** Newsletter is in design mode. Ronnie plans to have it distributed by the end of the week.

**Third Friday Ads-** Ronnie reported that the e-blast for the April 3rd Friday has been distributed. Jerry reported that we are asking for a $5 donation from non- members. Members are free. Ronnie has followed up with all those who have registered via email to either ask for a donation, to become a new membership, or renew a membership. Ronnie reports that many lapsed members have renewed. So far, non- members have not made their $5 donation. Our goal is to raise awareness that the museum needs the support of the community. This is the first step. A donation button for Third Friday events has been added to the website. You can find the button under the “Donate” tab.

**Collections Report (Dylan):**

**Collections policy-** a number of acquisition proposals were distrusted prior to meeting:

* Grebe Boat Proposal- Dylan moved to obtain the Grebe Boat plans. Don seconded the motion. Motion was passed.
* Coast Guard and Recreation Medals- Dylan moved to accept flag, bible, and recreation medals from Lipton cup and Mac races (goes with a WW2 uniform we obtained in 2019). Motion was duly seconded. Discussion notes: Dirk (with Don in agreement) wanted to know if these items are to be a part of the permanent collection. Dirk did not see how these items tie with our mission. Dylan made the point that these items should be part of the permanent collection and do in fact align with our mission give their historic background. The motion passed with one objection from Don.

**New Acquires and other updates**- Lorraine has donated a Chebec ship model with case to the museum, which Glenn has repaired. This was initially for the CMM Gala auction. It was suggested the model be accepted into the general collection. Dylan agreed to send a deed of gift form to complete the process.

Don noted that we have the uniform of a commander of a war craft carrier in our collection and suggested that it be displayed. He argued that it is appropriate because the item has great significance to the waterways and our mission.

Based on the action at the last meeting, an anchor was delivered to Bridgeport, thanks to Jim and the underwater team. We also have the deed of gift for the anchor. At this time, the anchor will be a part of the general collection, not the permanent collection. The BAC has agreed to move the anchor to its permanent location near the kayak storage once work on the path is complete. Once installed, we may need a support rack for the anchor’s base. We may also need an informational plaque. These questions will be discussed at a later date, once the anchor has been moved.

**Membership (Ronnie):**

**Plans to grow-** This topic was not discussed at the meeting.

**Third Friday’s (Jim):**

**Zoom Schedule-** Next month’s speaker will be Fred Stonehouse, a Great Lakes historian. The topic will be “Forgotten Heros- U.S. lifesaving service on the Great Lakes.”

**Old Business:**

None.

**New Business:**

“Overflow Action Days” by Friends of Chicago River has asked if members of the CMM would like to participate in the day of cleaning on May 8. Dylan has volunteer to help and will send out an email to the OPC with more details of the event and volunteer registration link.

Meeting adjourned at 1:01pm

Submitted by:

Veronica Caminiti

Status of New Exhibit Proposals

1. **Anchor exhibit**- proposal discussed by committee and approved, waiting for further report from Trigg where the anchor will be displayed, moving to stage 3.
2. **Bill Pinkney exhibit**- proposal discussed by committee and approved, next is to hire an exhibit designer, moving to stage 2-3.
3. **Tugboat exhibit**-proposal discussed by committee and approved, waiting for further report from Trigg what our next steps will be, moving to stage 3.
4. **Schooner mural exhibit**-Dylan’s proposal discussed by committee and approved, brought to Board of Directors and waiting to hear back whether yay or nay for obtaing. Moving to stage 3?
5. **World War 2 exhibit**- partially completed but not finished
6. **Eastland Exhibit**- partially completed but not finished
7. **Mr. Canoe exhibit**- partially completed but not finished
8. **Skip Novak exhibit**- partially completed but not finished

Ongoing Items from Past Meetings

Current “NEEDED VOLUNTEER POSITION” list:

-Volunteer/ Event/ Activities Coordinator

-IT

-History Writers and researchers

-Social Media Marketing Strategist

Collections Committee Archival Wish List:

* Jim suggests the Tom Pamisano- large shipwreck artifact collection.
* Bill suggests authentic 1700s Native American and fur trader artifacts (like an authentic beaver hat).
* Jerry thinks we should seek to obtain one to three more anchors (show the evolution of anchors).

Docent Training- First Session Attendance

* Lorraine Freeman
* Mary Ann O’Rourke
* Chuck Perry
* Mark Perrine
* William Derrah
* Jim Jarecki
* Jerry Thomas
* Dylan Hoffmann
* Veronica Caminiti
* Don Glasell
* Stan Mehaffey

CMM Operations Committee Roster

2019-2020

**Volunteers:**

Bill Derrah

Glenn Braun

Ked Fairbank

Lorraine Freeman

Don Glasell

Jim Jarecki

Ted Karamanski

Patrick McBriarty

Stan Mehaffey

Mary Ann O’Rourke

Jerry Thomas (chair)

Kath Thomas

Trigg Waller

**CMM Staff Members:**

Dylan Hoffmann (Curator)

Ronnie Caminiti (administrative assistant)

Operations Committee Policy

The Chicago Maritime Museum Board of Directors has set up an Operations Committee for the purpose of supporting and directing the large amounts of volunteer work that will be needed to create world class Chicago Maritime Museum. The Board envisions that the Operations Committee will be composed of volunteers who are primarily but not exclusively committee chairs, some of which may be appointed as part of existing Board committees. Their job is to report on the activities of their committees and make sure these are coordinated and consistent with Board of Director’s policy. Their work should drive volunteer activities. Such Committees include:

* Program Committee
* Communications Committee
	+ Newsletter
	+ Branding
* Collections Committee
* Membership Committee
* Exhibits Committee
* Events Committee

The Operations Committee operates within the guidelines set by the policies of the Board and consistent with the direction of the museum by the Executive Director. When issues come up that lie outside of stated policies, the Operations Committee shall seek direction from the Board. Though the Operations Committee may approve expenditures that lie within budgetary and financial constraints set by the Board, ultimate financial authority for all expenditures however remains with the Board of Directors. The chairman and members of the Operations Committee are appointed by the Board of Directors and are subject to review and reappointment on an annual basis. The members of the Operations Committee must be current members of CMM and must yearly sign and agree to the conflict of interest form.

Although there are strong financial requirements on the Board of Directors for yearly contributions, no such requirement is imposed on members of Operations Committee. However, Operations Committee members are expected to put in enough time and energy however to support some specific area of responsibility, such as, but not limited to, one of the above committees. It is expected and understood that many active and important volunteers might not want to make this commitment to be on the Operations Committee. Thus, any member of the Operations Committee who feels they can’t make such a commitment or misses significant number of meetings in a year, may be asked to retire from the Committee by the Board. This is not meant to be a reflection on the volunteer’s contributions, and it is hoped that such members will continue to be active in other ways.

In general, the various committees such as those represented above, require active volunteers in addition to the chairpersons represented on the Operations Committee. The following suggestions represent what it means to be an active volunteer:

* Commit to one volunteer event a year.
* Assist with two fundraising events each year.
* Be active on of the volunteer committees.
* Become a docent for the museum