**April 7, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:02pm via Zoom

Attendance: Gerald Thomas, David Metzger, Dirk Lohan, Lorraine Freeman, Stan Mehaffey, Dylan Hoffmann, Glenn Braun, Jim Jarecki, Kath Thomas, Trigg Waller, Bill Derrah, Mary Ann O’Rourke

Next meeting: Tuesday, May 5 at 12:00pm.

**Agenda:**

Approval of March Minutes

1. Operations Chair Report
	1. Sheltering in place and related CMM updates
		1. CMM closed while state is in sheltering in place
		2. Financial Status
		3. Fund Raising Prospects
	2. New Needs not in 2020 budget:
		1. Collection’s Budget Request for 2021: $200/month
	3. Current Exhibit list to be presented to Executive Committee and disposition
		1. Pinkney Exhibit
		2. Restructuring Canoe and Skip Novak exhibits
	4. Docent Training
	5. Collection and Archive Report
	6. Store Report
	7. Model Shop Report
2. Thoughts on how to proceed based on COVID-19
	1. Gala Prospects—Lorraine
	2. Museum—all
	3. E-blast on Education- Ronnie
	4. Virtual Gala
3. 3rd Fridays
	1. On hold during lockdown
4. Communication Committee Report—Mary Ann
	1. Web Site
	2. Newsletter
	3. Outreach on Social Media with/ to other museums
5. Exhibit Proposals: Updates
	1. Anchor Exhibit (external display)—Trigg Waller
	2. Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport—Trigg Waller
	3. Children’s Education Center—Glen
	4. Terry Dowd painting--Dylan
6. Old Business
	1. Membership ideas
	2. Other ongoing items
7. New Business

 **Approval of March Meeting Minutes:**

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

**Operations Chair Report:**

**Sheltering in place and related CMM updates-**

* **CMM closed while state is in sheltering in place-** CMM has been closed since Sunday afternoon on March 12. Ked has stepped down from Executive Director and his job focus will be for fundraising. Some staffing changes have been made.
* **Financial Status-** Rent still needs to be paid but, fortunately we have no outstanding debts. Hope to continue funding so we stay net positive by the beginning of May.
* **Fund Raising Prospects-** Doug and Dave are working on ways to educate the Operations Committee on how to speak/ approach potential donors. Jerry will send out a “donor contact list” to the Ops Committee. There will be one-on-one training focused on building relationships with the overall goal to solicit funds into the museum.

**New Needs not in 2020 budget-**

* **Collection’s Budget Request for 2021: $200/month-** our current input from prior meetings will be noted and will be included in the 2021 budget.

**Current Exhibit list to be presented to Executive Committee and disposition-**

* **Pinkney Exhibit**- should be the front runner for a new exhibit and the Operations Committee is encouraging the Board to move forward with planning, budgeting, and building this project. The South Bay area needs adequate funding and planning for remodeling to reflect the overall exhibit themes.
* **Restructuring Canoe and Skip Novak exhibits-** The Operations Committee would like to remodel the south bay areas to match the theme “follow your dreams” which would encompass the canoe, Skip Novak, and Pinkney exhibits proposed in that area. The recommendations for this remodel have been made to the Board and asked to come up with funding for the remodel. Currently, the Operations Committee is waiting for direction from the Board.

**Docent Training-** not reported on at this meeting.

**Collection and Archive Report-** Dylan has been updating the collection database. We have crossed the 50% line with an additional four thousand items entered into Past Perfect. Additionally, Lindy Dosher, our MAPs assessor, will be setting up a call with the museum to give us guidance on improvements.

**Store Report-** not much to report. We received little cash before closing in March.

**Model Shop Report-** Glenn has been doing research on two of Bill Pinkney’s boats (to build replicas) and schooner models that we may want to add to our collection. We have one gentleman signed up and paid for the Spring Woodcarving class that begins April 23rd. Glenn will reach out to see if the student would either like a refund or wish to push his class date back to the summer.

**Thoughts on how to proceed based on COVID-19:**

**Gala Prospects (Lorraine)-** Lorraine moved that the Gala be postponed to the Fall. The motion was duly seconded and passed. Pros and Cons of either hosting a virtual gala versus a physical gala were discussed but, ultimately, seeing as this would be our first ever gala attempt, it seemed appropriate that we focus our energy planning a physical gala (hoped to host this fall). Jerry will bring this motion to the Board.

**Museum (all)-** not discussed at this meeting.

**E-blast on Education (Ronnie)-** not discussed at this meeting.

**Virtual Gala-** mixed reviews about how effective these are. Overall consensus is that it would not meet our financial goals if we were to host as our first ever gala attempt. This is something we can consider for the future, though sooner if the current sheltering-in-place continues to the fall.

**Third Friday’s (Jim):**

**On hold during lockdown-** we should consider utilizing Facebook live for Third Friday. Jim will follow up with speakers asking if they are comfortable doing this and will consult with Mary Ann and Ronnie how we set it up.

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

**Web Site-** not discussed.

**Newsletter-** Kath is writing April’s OTM.

**Outreach on Social Media to/ with other museums-** open or closed we still have a strong Social Media presence (Facebook taking the lead). Followers have shown strong engagement with topics such as the lake front and the shipping industry. As far as asking for donations due to COVID-19, we already have made notices multiple times. The question: how can we connect with other history museums, is an ongoing conversation that we all should be thinking about. No real answer of approach at this time.

**Exhibit Proposals (Updates):**

**Anchor Exhibit, external display (Trigg Waller)-** project stalled. Trigg spoke with Paul Levy who gave ideas on new locations at the BAC to place the anchor. Trigg needs to scout them out first and ask if the funder of the exhibit would be ok with changing the placement of the exhibit.

**Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport (Trigg Waller)- Trigg** has tried to contact Grant Crowley for specific finical numbers. Paul Levy is very interested in completing the tug boat exhibit.

**Children’s Education Center (Glenn)-** still drafting proposal.

**Terry Dowd painting (Dylan)-** Still drafting proposal and reconciling where to put the painting.

**Old Business:**

**Membership ideas-** not discussed at the meeting.

**Other ongoing items-** not discussed at the meeting.

**New Business:**

**New workflow process (MaryAnn and Ronnie)-** Mary Ann and Ronnie have spoken and drafted a new work flow proposal for eblasts and social media posts. Expect an email from Mary Ann soon with the new workflow process outlined.

**Amazon Smile (Dylan)-** use this as a platform to ask for money on social and blasts rather than asking for donations.

Meeting adjourned at 12:59pm

Submitted by:

Veronica Caminiti

Status of New Exhibit Proposals

1. **Anchor exhibit**- new, discussed by committee, committee approval awaiting final proposal to be created by Trigg
2. **Bill Pinkney exhibit**- new, discussed by committee and approved, proposal drafted (in stage 2) by Don and submitted to the Board
3. **Tugboat exhibit**-new, discussed by committee, committee approval awaiting final proposal to be created by Trigg
4. **Schooner mural exhibit**-new, discussed by committee, committee approval awaiting proposal to be created by Dylan
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

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:**

Ked Fairbank (Executive Director)

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