**December 10, 2019**

1200 west 35th St, River Level

Meeting started at 12:00pm

Attendance: Ked Fairbank, Kath Thomas, Patrick McBriarty, Dylan Hoffmann, Glenn Braun, Jerry Thomas, Lorraine Freeman, Trigg Waller, Mary Ann O’Rourke, Anil Ahuja, Bill Derrah, Don Glasell

Next meeting: Tuesday, January 7 at 12:00pm.

**Agenda:**

1. Approval of November Minutes
2. Operations Chair Report
	* News from the Board and the Executive Committee
	* Budget for Gala
	* Honoree for the Gala?
3. Gala Committee Report—Lorraine
	* Venue, Theme, Keynote Speaker, MC, Auctioneer all in place
	* Current Progress: material for FaceBook, Save the Date, Mailings, Sponsors and dates for same
4. Lee Murdock Event
	* Any issues
5. Communication Committee Report—Mary Ann
	* Web Site
	* Newsletter
6. Executive Director Report—Ked
	* Docent Training
	* CMM Financial Report against budget for Operations
	* Collections and Archive Report
	* Membership Coordinator Report
	* Store Report
	* Model Shop Report
7. Old Business
	* Membership ideas
	* Ongoing items from past meetings
8. New Business
	* Move Anchor from Crowley’s and display it at Bridgeport

**Approval of November Meeting Minutes:**

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

**Operations Chair Report:**

**News from Board and Executive Committee-** the Board of Directors will meet January 21. The executive committee has been working hard on financial planning. In this regard, Jerry presented the budget for the Gala to the Executive Committee showing the gala would raise $75K. The proposed long-term goal is to have one gala every year if all goes well and make enough to support our operations budget (I.e. Staff and rent). This was accepted by the committee.

**Gala Committee Report (Lorraine):**

Lorraine reported on the current status of the Gala. The committee met this morning at the CMM. She noted that Jerry composed a timeline to keep the committee organized and up to date with the planning. The Committee has secured Bill Pinkney as the keynote speaker and Anil Ahuja as the MC. The committee has engaged Greg Dillinger as the auctioneer, who was highly recommended by one of the board Doug Walker. The target attendance is 100-150. The maximum comfortable capacity is about 150. The CMM will be the only event booked that night so our guests will have the opportunity to tour through the ship at their leisure. Free parking has been secured from Westrec for parking at DuSable Harbor parking lot. There will also be limited space in Columbia Yacht Club’s lot. Senior citizens or those with disabilities can be dropped off at the circle in front of the Club. It was suggested that we recruit a Sea Scout troop to act as ushers, helping guide people to the event. Signs/ banners will also be posted around Columbia to guide people.

Mary Ann asked if the OPB members will be responsible to pay full price for the gala tickets. Jerry reported that our policy is that all members must pay; it may be possible, however, that Board members might invite some committee members as guests, especially if there are special financial needs. The gala committee expects each Board of Directors member to either purchase or ensure that one table is filled. The committee is working on a planning packet so that it will be ready to be given out to the Board of Directors at their next meeting in January and the OPB should have the same packet available at our February meeting.

**Honoree for Gala-** the gala committee has proposed that the gala have an honoree. The Executive Committee agrees and it was the sense of the OPB that an honoree(s) should be invited and recognized at the gala with an award given. The honoree(s) should be a person who has done a lot for the organization and/or has a great network of people who we also would invite to the gala. A list will be brainstormed and reviewed by the gala committee and a proposal made for approval by the Executive Committee.

**Lee Murdock Event (Lorraine and Jim):**

As of this meeting, we have 36 paid attendees. We have some work to do. Mary Ann reported feedback she received at last year’s holiday party that may be good to note for next year’s holiday party planning- one person thought that the style of the concert could be more engaging. Sitting in one place for two hours was difficult for some. This person would have preferred the concert as background music. Having high-top cocktail tables placed around our venue may give it a more relaxed feeling so people do not feel obligated to sit. However, Jim pointed out that the purpose of the event was in fact a concert and not background music for cocktails. Nevertheless the feedback suggested that the concert be broken up into two parts, so that people could take bio breaks.

Dylan and Ronnie brought up an idea of having a raffle at the party to raise additional money. Lorraine moved to have a raffle at the event ($10 a ticket) with the prize being one, free, eight- week model shop course of the winner’s choice. The motion was duly seconded and passed.

 Mary Ann moved for the CMM to set up a membership table with a t-shirt give away. The motion was duly seconded and passed.

It was decided to send out one more e-blast announcement that will include the raffle. Flyers will be printed for Lee Murdock and posted in shops around Bridgeport.

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

**Website-** Mary Ann thanked all for the many updates have been made to the website. However, Ronnie reported that the volunteer section still needs more work. Ronnie and Dylan will work on this together.

**Newsletter-** Mary Ann reported that the newsletter has been sent out. Lorraine is the volunteer- of- the- month in this month’s issue. Mary Ann has been posting the volunteer – of- the- month on our Facebook page and noticed that those segments have been well received. Dylan is now the *curator corner* columnist.

**Executive Director Report (Ked):**

**Docent Training-** Ked reported that Don and Ted are working on a January date for the next docent training session. The OPB thinks that a study guide would be useful at each session. Ked reports that we still need a docent available on the weekends at the museum.

**CMM Financial Report against budget for Operations-** 156 people came through the museum in November. Charts were handed out to OPB to review the fiscal revenue of November.

Ked and Dirk have written yearend letters requesting donations to the museum. Jerry and Ked suggested that we will no longer pool our donations in the same pot. Instead we will set up one fundraising pot for operations spending and one fundraising pot for things such as exhibits spending (or for example the Gala). These funds will be separated and only used for their designated purposes.

**Collections and Archive Report-** Dylan has transformed the conference room into the *Ralph Frese Library* with books, artifacts, pictures, plaques and posters. The library items have been logged into past perfect. Dylan has passed out updated archival numbers. 32% of whole collection is now documented. Mary Ann can post a piece about the archival progress on Facebook or the next newsletter if she wishes.

**Membership Coordinator Report-** We capped off the membership year (ended 12/1/2019) with 309 members. Of those 309, 90 (54 new, 36 renew) of them rolled over into the new membership year. We started out with 90 memberships for the 2020 membership year.

Mary Ann was asked to do a post on Facebook or the newsletter about the increase percentage of our membership in the past three years. Ronnie reports that Google ads should be creating an ad about renewing memberships. She will follow up on this.

**Store Report-** we have restocked store with several new and renewed items.

**Model Shop Report**- the website model page has been reformatted. You can now register for next year’s class sessions on the website (linked to Eventbrite).

**Old Business:**

**Membership-** no update at this meeting.

**Ongoing items**- no update at this meeting.

**New Business:**

Ked noted that we will be subject to another audit in 2020 because our revenues topped the $300K mark. He also noted that the CMM is now open Wednesday through Sunday. Ronnie works at CMM Tuesday, Thursday, and Saturday. Glenn works the front desk on Wednesday, Friday, and Sunday.

**Move Anchor from Crowleys-** Jerry noted that there was a suggestion from Capt. Dave Truitt that we move the David Dows anchor currently stored at Crowley’s to the BAC. Ked reported that the BAC building owner has agreed to show case the anchor. After some discussion and Trigg’s concurrence, Patrick moved that Trigg take on this project, which consists of creating the budget and logistics for what it would take to do the move. The motion was duly seconded and passed. Trigg agreed that he will find out what it would cost to move the anchor, mount it safely, and include signage for the exhibit. It was the sense of the committee that this would be a proposal to the Board that would be a separate project (like an exhibit) and not part of Operations.

Meeting adjourned at 1:26pm

Submitted by:

Veronica Caminiti

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 Hoffman
* 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 Hoffman (archivist)

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