**December 1, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Glenn Braun, Jim Jarecki, Ked Fairbank, Kath Thomas, Lorraine Freeman, Dirk Lohan, Don Glasell, Lorraine Freeman, Bill Derrah, Stan Mehaffey, Patrick McBriarty

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

**Agenda:**

1. Approval of November 3 Minutes
2. Operations Chair Report
	1. CMMFestival:
		1. currently gross $104.4K, money still coming in. Net is $92K. Keep at it so that we clear $100K

 ii.      Lessons learned and Debrief meeting today following this meeting

* 1. Recovery Update: carpet in progress (Dylan)
1. Carpet is last item for North Side, except for the mold and water issue. Mike S. will do the cleanup of the floors
	* 1. Mold issue raised by Jim—ongoing, though building has sealed the north wall an windows—still see water seepage on floor in spots
		2. Got input from committee: kitchen, bathroom, doors, panels, paint,… This will be next phase. Now need detailed plans (Dylan)
		3. Current plans to restore Southside with doors and kitchen cabinets $10,437 including installing dishwasher (purchase price not included), original sink and counter tops.
	1. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress (not much to report since last month)
	2. Finances: again ok for another month. We have a modest reserve going into 2021.
	3. Opening: Covid-19 materials need to be purchased before we open to volunteers and visitors
	4. Volunteers: how to grow our volunteer base—(Ronnie). Start of hours spreadsheet. Still need to schedule a new volunteer meeting.
2. Communication Committee Report—Mary Ann
	1. Newsletter
	2. Ads for post CMMFestival as we strive to improve on our goal by year-end, with the possibility of exceeding $100K net.
3. Collections: Dylan
4. Membership--Ronnie
	1. Plans to grow our membership base
	2. Part of year end fund raising as well?
5. Year end fund raising Letters, Giving Tuesday’s etc.
6. 3rd Fridays
	1. Still On hold during lockdown
7. Old Business
8. New Business

**Approval of November Meeting Minutes:**

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

**Operations Chair Report:**

**CMMFestival-** Jerry reported that there are still a few outstanding pledges that need to be fulfilled. The sponsors of each group have been notified which of their guests have not completed their pledge and have been in contact with their donors. Based on the money collected so far, we have made a net profit of $92K.

**Recovery Update-** Dylan is overseeing the installation of the mural’s plastic case. The case has had to be redone three times because of mistakes by the fabricator. As we prepare for its future care, it was noted that we buy the proper cleaning supplies for the plastic casing. It can get dirty quickly because it is exposed to outside elements in the hallway. The building staff might have suggestions about cleaning procedures as well. The mural will need an information plaque. We should also consider a plaque for the giant compass displayed in the hallway. Since the mural has been cut down in size and the canvas folded over, it was suggested that we find an original image of the full mural to include in the exhibit information.

**Exhibit Redesign-** Jerry reported that the north side of the gallery space is finished with the exclusion of mopping the floors. Mike Stelzner has agreed to do this cleanup.

On the north side, we still must find a solution to the north wall mold and water leakage issue. Doug Walker, Dylan, Malik, and Mike are meeting tomorrow to discuss how we can work together to solve this issue. Once the water leakage has been solved (Don suggested that the leakage is coming from the outside parking lot drain pipe and is leaking into our space) we can perform another mold test. Dirk proposed that we hire an outside consultant specialist to help us with the mold problem.

Jerry reported that our next task is the south side gallery. If we were to put the kitchen area back exactly how it was originally with a new dishwasher it would cost us approximately $11K. However, as noted in the last meeting, there is proposal to make a slight redesign of this area.

The changes might include eliminating most of the cabinets underneath the counter top, increasing the counter space (L shape) to run across the back wall, and providing a locked cabinet somewhere in the space. Dylan has suggested additional changes, as recommended from the museum audit, that we partition the collection area from the kitchen area, cleaning supplies, and store inventory.

A brief sketch of the desired changes will be discussed with Mike Stelzner. To arrive at a consensus, after the meeting, Jerry created a small team consisting of Kath, Dylan, Jim. They will present this proposal to Mike so that he can provide a cost estimate.

**Finances-** Jerry reported that we are still in good financial shape. In addition to the funds from the CMMFestival, we received a grant from The Sargent Family Foundation for $30K check.

**Museum opening-** Although we are not ready to open yet, Glenn, Ronnie, Sarah Metzger, and Jerry have updated our accounting database with our total current. Getting our inventory accounting in shape addresses one of the recommendations made during the 2019 financial audit.

**Volunteers-** Ronnie created an google sheets list and distributed it to all the operations committee to use. This is a start of giving better visibility to the activities of all of those who volunteer their time and hopefully will be helpful in attracting new volunteers.

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

**Newsletter-** Although Mary Ann could not attend the meeting she communicates that work had not yet started on the December newsletter.

**Collections Report (Dylan):**

Although Dylan could not attend the meeting, the main items he wanted discussed have been discussed in the chair report above.

**Membership (Ronnie):**

Ronnie reported that we currently have 277 members. The membership drive for 2021 will start this month. Jerry, Mary Ann, and Ronnie will discuss the message we would like to convey to our current members and develop plans to obtain new ones. They will try to get out a membership renewal notice by next week.

**Third Friday’s (Jim):**

Not discussed at this time.

**Old Business:**

None.

**New Business:**

Don Glasell reported that he received a call from Don Caster, a former Grebe employee, regarding a 50-foot torpedo chasing Grebe boat docked in Washington State. The boat is under duress and about to be destroyed in 6 months. Don Caster was asking if the CMM would be interested in obtaining the boat. Jerry requested that Don Glasell pass this information Dylan, to start the process of whether we might want to add this boat to our collection.

Meeting adjourned at 1:02 pm

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