**January 7, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:08pm

Attendance: Ked Fairbank, Dylan Hoffmann, Glenn Braun, Jerry Thomas, Lorraine Freeman, Trigg Waller, Mary Ann O’Rourke, Bill Derrah, Don Glasell, Doug Walker, Bill Beach, Jim Jarecki, and Patrick McBriarty

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

**Agenda:**

1. Approval of December Minutes
2. Operations Chair Report
	* News from the Board and the Executive Committee
3. Gala Committee Report—Lorraine
	* Current Progress: such as material for FaceBook, Save the Date, Mailings, Sponsors etc.
4. Communication Committee Report—Mary Ann
	* Web Site updates
	* Newsletter
5. 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
6. Old Business
	* Membership ideas
	* Move Anchor from Crowley’s and display it at Bridgeport (progress: Trigg)
	* Other Ongoing items from past meetings
7. New Business

**Approval of December Meeting Minutes:**

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

**Operations Chair Report:**

**News from Board and Executive Committee-** Doug reported on behalf of the executive committee that we are in a new fundraising quarter. Our direction is to make sure we are a sustainable organization and we will accomplish that by funding support to our operations. The gala is one example of how we will accomplish this. Additionally, donation incentive letters have been sent to those who have given our organization at least 1K in the past.

We will not be creating or expanding exhibits unless we have the funding explicit for said project. As brought up in the last operations meeting, we are to keep the organizations funding accounts for exhibits and operations separated. It is Jerry’s personal belief that the CMM should have an Exhibits Committee; an organized group made up of individuals with the knowledge of how to build and sustain exhibits in museum and additionally, would be responsible for presenting their expert advice to the Executive Committee. Patrick added that said Exhibits Committee will be a group set apart from the current Collections Committee however, members of the Collections Committee may also sit on the Exhibits Committee, but mainly it should be filled with professionals outside of our organization. Mary Ann suggested that Ted Karamanski be consulted as part of the Exhibits Committee for he has great history expertise of the Great Lakes. Dylan should also be consulted as part of the Exhibits Committee.

Doug advised the OPB members to observe what other museums have to offer, correlated to our mission, which we could rent (as a traveling exhibit). Jim reported there is a “sharing exhibits program” within the Maritime/ Great Lakes museums community.

**Gala Committee Report (Lorraine):**

**Current Progress-** Lorraine passed around a draft copy of the “Save- the- Date” cards for the gala. The sponsorship packet, drafted by Mary Ann, was reviewed and a second draft will be done and handed out once completed. The digital packet will be ready by the end of this week but the release of the package is waiting for board approval.

Jerry reported that the Board of Directors approved the OPB Board’s proposal for the budget of the Gala.

A guests list must be complied with emails and addresses. Ronnie agreed to aid in this task by helping to compile a list of those who came to our Mr. Canoe, Eastland, and Bubbly Creek panel events.

 The “Save- the- Date” cards will be sent via email. Those whose addresses we do not have will be consulted when the email goes out.

The Gala invitation will go out on March 1.

Currently, the committee is looking for an initial $10K to cover the speaker’s travel expenses, printing cost of invitations, deposit for the Columbia Yacht Club venue, and auction costs.

Number of attendees is expected to be between 100 and 150. The seating will be very tight at 150.

One table, that seats 8 people, will cost $1400. Or, a sponsor can give $2000 and also receive two CMM memberships for the year, a half page ad in the program book and a logo on the invitation.

The live auction will contain items that are very nice and appealing. We would like to make $15K at the live auction. There includes a donation paddle raise auction. Doug says that the important things to note about paddle auctions (or auctions in general) is that you need to have at least two people in mind that, for sure, will make a bid on a specific item (shill bidding). Additionally, auctioning of an entire exhibit may not be probable but perhaps individuals could bid on certain artifacts or aspects in creating an exhibit where their contribution to the finalized exhibit would be recognized, aka a credit panel.

Lorrain would like to have a small “goodie bag” for each attendee of the gala. Patrick suggested we include a copy of Lumbar Hookers with a membership form tucked in the inside cover.

Dress code for gala is business attire.

There will be an open bar from 6-10 pm. Ideally, we would like to obtain a drink sponsor or perhaps organize a “wine pull” The committee is going to seek out a Vodka sponsorship with a signature cocktail, “icebreaker”.

Décor for the gala will be minimal on the clubship though we will have decorations for the tables.

It was stressed that although the current progress on the gala is going well, it is going to take a lot of help by the staff and volunteers as we go forward. A dry run of the entire gala night, start to finish, must be done before the evening of the gala.

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

**Website Updates-** The volunteer section of website still needs to be completed. Updates have been made to our collections page. Sponsors for the Gala will have their logo added in the footer section under our “sponsor “page.

**Newsletter-** The January newsletter is not out. There will be no “volunteer of the month” article in the newsletter because Kath, the volunteer of the month, has been ill and has not had the time to edit her interview with Mary Ann.

**Executive Director Report (Ked):**

**Docent Training-** there is no report.

**CMM Financial Report against budget for Operations-** Ronnie handed out the monthly operations revenue charts for discussion. The CMM highest revenue items in 2019:

1. Donations (94%)
2. Memberships (2.46%)
3. Admission Tickets (1.3%)
4. Store sales (1.09%).

Ked reported that the operations budget had a positive net profit of 3k this month and the budget for 2020 is still under review.

Audit papers have been signed and the process will begin shortly.

**Collections and Archive Report-** the North storage cataloguing is complete. Dylan has been contacting institutions apart of the Canal Corridor Association who may be interested in loaning interactive exhibits/ artifacts, i.e.. a canal lock model. Dylan also met with the art curator of the Illinois State Museum, Springfield, who is in possession of a 21 foot long, oil painting of “Illinois Ships throughout history” on canvas, which currently is located in the Rookery Building in Chicago. The OPB is interested in obtaining this painting but we need more specific information before making a final decision. It actually resonates well with the theme for our Gala. A visit will be organized with a committee who will be able to assess the painting’s province, cost for restoration and preservation, handling care cost, where we can put it in our museum, and all additional financial costs that will be necessary to make the painting into an exhibit.

Jerry requested that in the next issue of the Newsletter, the “Curator Corner” section should contain a piece that explains why our collections of artifacts and cataloging of these artifacts is so important to museums. This is to not only educate our members but to educate all of us including our Board members. The piece should answer these questions:

1. Why is cataloging artifacts important? When we reach 80% in Past Perfect we qualify as an education museum. Right now were at 33%.
2. What are our next three challenges?
3. What is the purpose about having a “hands-on” museum with research capabilities?

Add in little fun fact teasers in the article.

**Membership Coordinator Report-** At the end of December we are at 132 members. 42 memberships came in in December: 2 new, 20 renewals and 20 auto renewals from directors and life members.

Ronnie will compose another membership reminder e-blast. Memberships make up the second highest percentage of operations revenue cumulated for the museum (2.46%) in 2019.

**Store Report-** Store sales make up 1.09% of the operations revenue cumulated for the museum in 2019. The most popular items sold from the store this month are books, soup bowls, and postcards. The most popular items sold from the store overall this year are t-shirts, hats, postcards, and books in general.

**Model Shop Report**- An e-blast must be sent out right away about signing up for the model classes. These classes must be heavily advertised. Glenn will reach out to senior centers, park districts, and schools to gain interest.

**Old Business:**

**Membership-** we would like to get our members signed up for automatic renewal. Lorraine reported we have never focused on a membership drive. Patrick said that his Maritime Arts Organization gets a free booth at the McCormick Place Boat show and extends an invitation to us to represent the CMM to gain awareness and membership. We can set up a booth in space RV 2410. Dylan will go on Saturday to represent the museum.

**Anchor (Trigg)-** Trigg spoke with the BAC front desk and reported that they are interested in displaying the anchor outside in the sculptor garden area. Trigg also spoke with Grant about mounting and preserving the stock of the anchor. A replica of the stock will be made. Trigg will consult with Bob Wieglen about presentation interpretations. There are concerns to consider such as graffiti and climbing on anchor however, many art pieces are displayed in the garden and show no evidence of graffiti or the results from climbing on the pieces. Trigg still needs to make up a basic budget and funding for the anchor exhibit as well as how it will be moved.

Additionally, Grant is in possession of a tug boat that we may consider taking possession of and displaying. Trigg agreed to explore this possibility as well.

**Ongoing items**- none to report.

**New Business:**

Upcoming events: Third Friday schedule has not changed with the exception of January. The original speakers for January will now present on March 6. The January Third Friday speaker is TBD.

Ronnie will post updates on the website under the events page.

Jim is hosting a Photogrammetry: 3D imaging workshop on January 18-19.

Either on January 27-28 or March 3-4, a film crew will use our museum space for their Titanic documentary. The CMM will be given recognition in the film credits.

Jerry reported that as Bill Pinkney is the key-note speaker for the Gala, Captain Dave would like us to have an exhibit in his honor and he would be the one to fund the exhibit. This Pinkney exhibit would be a standalone. The question was raised about whether it might also be a traveling exhibit. Don volunteered to spearhead the research needed into creating the exhibit and present his proposal to Captain Dave Truitt. Ideally, we would like to have the proposal ready by the Gala so it can be announced with the possibility of being a ticket item in the paddle auction.

Meeting adjourned at 2:16pm

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