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| **Operations Committee Meeting****January 4th 2022**1200 West 35th St, River Level | Chicago Maritime Museum |

**Date and Time**

Start: 12:04 PM

End: 1:00 PM

**Attendance**

Gerald Thomas, Jim Jarecki, Mary Ann O’Rourke, Thatcher Waller, Don Glasell, Kath Thomas, Dylan Hoffmann, Sari Breslin, William Derrah, Daisy Morey.

**New Action Items**

1. Reaching out to mike about the sump pump and utility room smell

**Agenda**

1. Approval of December 7, 2021, Minutes
2. Operations Chair Report
	1. Action Item list for today
		1. Building issues
		2. Museum updates
		3. Donations
		4. Office supplies
		5. Map report
		6. Marketing materials
		7. Potential temporary exhibit
	2. Continue now with phase 2 of Exhibit Plans—need date for meeting with Valerie
	3. Proposed Focus will be on three exhibits:

       i.      Bill Pinkney Exhibit

ii.      Exhibit along the River

iii.      Underwater exhibit

1. Collections: Dylan
	1. Policy updates
	2. Collection items
2. Communication Committee Report—Mary Ann
	1. Newsletter
3. 3rd Fridays—Jim
	1. upcoming speakers will be discussed
4. Membership
5. Store
6. Old Business
7. New Business

**Approval of December 7, 2021, Minutes**

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

**Operations Chair Report**

**Building Issues**

* Jerry asked Trigg for a report on the HVAC system. Trigg reported that he reached out to the building but had not heard back.
* Dylan reported that there is a pile of red granite aggregate on the path behind the museum, along the creek, ready to be laid out.
* Jerry asked about the current plan for reducing flood risk. Dylan reported that the last update was that the building is “working on a plan,” the same update as last month.
* Trigg fixed the broken anchor mount with a stand from Grant that lifts the wooden portion off the ground a couple of inches. He noted that it had settled down on his last visit, and that he raised it again.
* Dylan reported that there was no progress on the broken window, as the building only uses one vendor for windows, and that vendor has been inconsistent with communication and slow to resolve any issues.
* Dylan reported updates on the sump pump and the bad smell in the museum’s utility room. The building believed the smell was a result of the bathroom being unused for an extended period, meaning waste was not properly cycled through. To solve the issue, the building ran the pump to clear out the tank, and then sealed it off. The smell was gone for two days before returning. Jerry advised reaching out to Mike and relying on him to resolve it, we don’t know what’s wrong and could make things worse.

**Museum Updates**

* Jerry reported that digitizing of the Bill Pinkney recordings is finished, and the museum has passed on a copy to Valerie to use in planning the Bill Pinkney exhibits.
* Sarah and Jerry intended to begin updating the donor board soon.
* Dylan recommended an entry rug for the museum, to keep the floors clean during the winter. Jerry is going to ask Valerie for suggestions, as it is a design issue.
* Jerry reported that Valerie submitted her final changes for the update to the Eastland exhibit and that he approved them. The installation should be by the end of January.

**Donations**

The museum received donations from Nautical Donations and from the Sargent Family Foundation. Trigg asked if we could find out if Nautical Donations allows for sellers to direct the proceeds from the sale of their boat, and if so, if it would be possible to find out and thank the people whose boat sale had provided this donation. Jerry relayed that we don’t have the specific records required to do so for this donation.

**Office Supply Issues**

Jerry reported on several office supply issues. We considered getting a new tablet because the charging wasn’t working. However, charging problem has resolved itself for the time being, and getting a new tablet is on hold. He reported that we had also planned on getting a new printer for the reception desk, but after discussion it was agreed that the printer in the curator’s office would be sufficient for our limited printing needs. We did purchase a new cash drawer that opens with a key rather than being connected to a receipt printer, as the automatic cash drawer rarely worked properly.

Dylan reported that we have begun a list of what office supplies will be needed for the new year.

**Marketing Materials**

Jerry reported that a budget for new brochures was approved by the Board as part of the 2022 budget. The next step is a meeting for the design of the brochure. Sari offered to help with the brochure, as she has a graphic design background.

Jerry noted that there is a need for space to store marketing materials, such as the Waterways for All posters and the brochures we will be creating.

Since no place currently exists, Jerry asked Mary Ann and Dylan to work together to find and designate an appropriate space.

**Phase Two Exhibit Planning**

Jerry announced the plan to have an in-person meeting with Valerie at the museum this month to discuss what she has learned about the three exhibit topics and her ideas for the design. Mary Ann asked who is required to be there, Jerry doesn’t know who would be required, but amends that he will ask who is available and send the information out to the full operations committee, so that people can decide if they’d like to be there or not.

Jerry reviewed the current plan for the exhibits. The plan has between 3-5 exhibits total, and must include: **Bill Pinkney**, **the Bubbly Creek exhibit** along the river, and **an underwater exhibit**. Additionally, the Ralph Freese exhibit will be updated and according to past discussions, is to be moved into the library/conference room. This would leave up to two open spots, one of which could be used for a traveling exhibit space.

**Underwater exhibit –** Capt. Dave Truitt requested an Underwater exhibit, with the intention of increasing our connection to the Underwater group.

**River exhibit–** This exhibit was suggested by Valerie, and we have had preliminary meetings. The exhibit is mostly completed.

**Bill Pinkney Exhibit –** Don Glasell asked if Jerry would like the proposal he had prepared, or if it will no longer be useful. Jerry asked him to send it, saying that it is valuable input regardless of how much of it is used directly. He noted that the digitized footage may also be added to this previous proposal. Jerry stressed the importance of Pinkney’s work with school children and how vital that is to the story this exhibit is telling. Jim Jarecki suggested having CPS school kids do the narration. Sari suggested we find the (now adult) school children in that video to do the narration.

**Collections - Dylan**

Dylan gave a quick update on getting the items from Dave Pasquith. Kath provided the phone number of Ed Gillian, a crew member on Charlotte Ann, who offered to arrange transport for the Charlotte Ann artifacts from South Haven to the museum.

**Map Report**

Dylan received the formal feedback on the map exhibit and has the report to share – it is attached here. The MAP reviewer was impressed by the changes and updates made and by the full recovery from the flood damage. She noted some opportunities for improvements, including providing cameras in the gift shop and library (the recommended cameras are in the budget for this year), improving our process with the offsite storage, and continued progress on museum policies (Dylan is continuing the set of paperwork and policies he has started).

**Potential Temporary Exhibit**

Dylan reported an offer from the Maritime Historical Society to loan items to us for a temporary exhibit in late February to Early March. The loan would consist primarily of panels and charts. Dylan offered to send out a YouTube video of the items but did not have a full list to share at the time of the meeting. Dylan suggested using the conference room for this exhibit until we are ready to install the Ralph Freese exhibit in that space.

Mary Ann liked the idea as the items align with the CMM mission, she expressed concern over the stylistic differences if it were to be a permanent exhibit, but that the different styles would likely be okay for a temporary exhibit.

Trigg asked how much space it would take up and how long the loan is for. Dylan said he didn’t know but could find out. Dylan suggested keeping it on loan until the Ralph Freese exhibit is complete.

Jerry thought it might not be appropriate for the conference room, since the Ralph Freese exhibit is planned to go there, but would be better suited in a traveling exhibit space that might be part of the Phase Two plans.

Trigg noted the importance of traveling shows to bring people in and recommends planning with Valerie a place in the museum that could be dedicated to traveling shows and temporary exhibits. Trigg expressed concern that using the conference room would prevent people from looking at exhibits there.

Consensus was to resolve this issue by the end of the month, as we need the input of the Phase Two designers. Daisy and Kath suggest the lecture space for a traveling exhibit area, where the Rouse Simmons display was during Christmas.

**Communication Committee Report – Mary Ann**

**Newsletter** – Mary Ann reported that the copy and photos are ready for the newsletter, and it is in Daisy’s hands to finish designing and send out. Mary Ann requested a small delay until Dylan finishes updating the story on the MAP report.

**Brochure** – Sari, Kath, Mary Ann, and Daisy will have a brochure update and proposal for next meeting.

**Third Fridays – Jim Jarecki**

Jim Jarecki reported that Tom Kastle is scheduled for this month’s Third Friday event, on Friday January 24th at 7pm, to take place over Zoom. Tom will present on the daily life aboard 19th century sailing ships on the Great Lakes, drawing from first-hand accounts, novels, stories, and songs.

Jim reported that Fred Stonehouse, the most prolific writer of maritime history on the Great Lakes, was scheduled for February, for a presentation on the lifesaving stations on the Great Lakes. *Subsequent to this Operations Committee meeting, Fred’s presentation has been moved to December due to scheduling conflicts.*

Jerry asked for confirmation of the payment model for Third Fridays: a suggested $5 donation for non-members and free for members. Jim Jarecki confirmed, noted another museum had fully ticketed their similar event and believed that that would deter guests, and estimates that two thirds of guests will donate.

**Membership – Daisy**

Daisy reported the updates she and Mary Ann have been making to the membership system. In the museum, Daisy has arranged new displays advertising membership, including putting the gift books up at the front desk and creating a new poster insert for the acrylic stands that more fully explains the membership cost and benefits. She has also worked with Mary Ann to create new automated emails to confirm new and renewing memberships that can act as a reference for members on their full list of membership benefits and personally connect members to Daisy. She is continuing to research and implement more strategies to increase membership satisfaction and retention.

Jerry suggested that there is a need for a volunteer Membership director to complement the work the staff is doing to attract and retain members.

**Store**

Jerry showed the year-end sales report and noted that this was the first year we have been able to run a store report. He thanked Ronnie, Glenn, Sarah, Faith, and Daisy for their work in making that possible.

**Old Business**

No old business to discuss.

**New Business**

No new business to discuss.

Motion to adjourn was made and duly seconded. The motion passed.

Meeting adjourned at: 1:00 PM.

Submitted by:

Daisy Morey