

Operations Committee Meeting January 2024

1200 West 35th St, River Level



Date and Time

January 8th, 2024

Start: 12:00pm

End: 1:15pm

Attendance

Jerry Thomas, Kath Thomas, Jim Jarecki, Bill Derrah, Mary Ann O'Rourke, Sari Breslin, Trigg Waller, Madeline Crispell, and Ariana Rubin

Agenda for January 8, 2024, Operations Board Meeting

1. Approval of December 4, 2023, Minutes
2. Operations Chair Report—Goals for the new year
 1. Report on CMMFestival—yearend number, just under \$119K
3. Collections—Curator
 1. Lady Elgin and Bill Pinkney exhibit status
 1. Curatorial Design underway for Pinkney exhibit.
 2. Goal for both Pinkney and Lady Elgin now April 2024
 2. Temporary Exhibit Status
 3. Wooden Pattern Gear Display
 4. Temporary Exhibit proposal for September
4. Communication Committee Report—Mary Ann
 1. January Newsletter
 2. CMM Website—Ariana
 3. Curator's corner—Madeline
5. 3rd Fridays—Jim
 1. Upcoming 3rd Friday
6. Event Planning--Kath
 1. Recent and Upcoming events
7. Education—Sari
8. Membership--Ariana
9. Volunteer update—Ariana and Trigg
10. CMM Store--Ariana and Kath
11. Old business
12. New Business

Approval of December 2023, Minutes

Kath moved to approve the December minutes as distributed. The motion was duly seconded by Trigg and approved. *December minutes are ready for posting.*

Operations Chair Report (Jerry)

Goals for the New Year

Jerry reported that the final CMMFestival number is over \$118K including last minute entries.

At the next Board of Directors meeting Jerry will present the budget to the board including a budget of \$60k for restricted gifts.

Jerry reported the Grant Writing Committee's goal is to complete two grants each month. January's grants will include the Driehaus and Dr. Scholl grants.

Jerry said he and Ariana will start updating the donor board.

Collections Report (Madeline)

Progress on Pinkney and Lady Elgin Exhibits

Madeline reported that Valerie will add the most recent revisions to the curatorial design for the Pinkney exhibit and resend. Both exhibits are scheduled for April, 2024.

Temporary Exhibition Status

Madeline reported the temporary exhibition designs were approved by the review panel. The Ann May collections exhibit is scheduled to open this month. Trigg reported that for extra security he will install plexiglass in front of the Needham paintings.

Wooden Pattern Gear Display

Madeline reported that the North Avenue Bridge gear was delivered to the museum along with physical designs. Madeline proposed installing the gear in the hallway outside the museum with its own label by the anchor. The sense of the board was that this was a good idea.

Temporary Exhibit Proposal for September

Madeline recommended deinstalling the Eastland disaster posters in the south gallery to make room for a temporary exhibit featuring two paintings from artist Mona Nelson. These paintings portray images of people who worked on the docks in the ore industry which can be sequenced with artifacts from CMM's collection on the ore trade on the docks, including archival postcards. Madeline moved to approve the temporary exhibit proposal for Labor Day weekend. Trigg seconded. None opposed, the motion passed.

Communications Committee Report – (Mary Ann)

January Newsletter

Due to her recent COVID hit, Mary Ann reported that there is no January newsletter.

Trigg suggested adding CMM to the directory of small institutions in Chicago. Mary Ann said she will make sure we are on the reporter's list.

CMM Website

Ariana shared the new CMM website updates including permanent CMMFestival and Third Friday pages with all recordings. Ariana proposed adding free monthly guided tours to the website calendar to appear fuller. Jerry suggested adding private events and educational programming to the calendar. Kath suggested adding historical dates, and Madeline suggested making these days free to Illinois residents. Jim asked Ariana to include UASC meetings on the website calendar.

Third Friday (Jim)

Jim reported that he sent an open invitation out to Barry Butler. Madeline offered to lead January's Third Friday lecture on CMM's upcoming temporary exhibitions.

Kath inquired if the neighboring Schulze & Burch Biscuit factory will sponsor Third Fridays. Madeline offered to reach out to her contact.

Event Planning (Kath)

Upcoming Events

Kath reported that CMM has offered to lead a guided tour for the Society of American Archivists in August while they are in town for their conference. Ariana is waiting for confirmation from SAA.

Education (Sari)

Sari announced the education letter is ready for distribution. She will provide copies to Ariana to hand out at the museum.

Sari reported she is meeting with Francesca Sigmond, the Chicago Yacht Club Program Manager. She is interested in collaborating for programs that they run through the yacht club. This meeting is scheduled for February 1st at 10:30am at CMM.

Membership (Ariana)

Ariana reported that the new membership benefits campaign was distributed January 2nd, and all guest passes are mailed out. The new membership information can be found on the CMM website.

Ariana reported that CMM surpassed its 2023 visits goal of 1200 by 38%, and CMM remains at 170 members. Ariana suggested a goal of doubling our membership for 2024.

Ariana and Madeline agreed to collaborate on the new Microsoft Access membership database.

Volunteer Update (Ariana and Trigg)

Ariana reminded the committee that the next volunteer meeting is tomorrow. This time will be used to create an agenda for the volunteer and member appreciation event. Ariana announced that she has acquired all the necessary materials to create volunteer badges which she will distribute at the event.

CMM Store

Jerry reported that Valerie will donate 10 copies of her Lady Elgin book to the museum store.

Ariana reported that she and Kath are working on a museum store item proposal list for 2024.

Old Business

Trigg suggested advertising Third Friday lectures at the museum with open calls for speakers. Madeline suggested sending a Google form afterwards as a post event survey.

New Business

Mary Ann showed the partner organizations listed on our Giving Tuesday eblast. Ariana agreed to add these organizations to the CMM website. Ariana asked the committee to notify her of any missing partner institutions.

Meeting adjourned at: 1:15pm

Submitted by:
Ariana Rubin