**July 20, 2021**

**(July/August 2021)**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Kath Thomas, Glenn Braun, Dylan Hoffmann, Patrick McBriarty, Jim Jarecki, Don Glasell

Next meeting: Tuesday, September 7 at 12pm.

**Agenda:**

1. Approval of June 1, 2021 Minutes
2. Operations Chair Report
	1. Break Room and remaining work—complete
	2. Finances:

 i.      One major donation

* 1. Opening Date—complete
	2. Lobby work—proceeding
	3. Upcoming events:

i.      Lobby opening

 ii.      Bridgeport open house

iii.      Open House Chicago

 iv.      CMMFestival 21

* 1. Progress on CMMFestival 21 planning meeting after this meeting

  i.      6:30pm host and reception

  ii.      6:45 CMM Welcome and presentation

 iii.      7:00 CMM Video (details to be worked out)

 iv.      7:05 Event Host

v.      7:10 Keynote Video (modified based on our current thinking, now multiple short videos interspersed with paddle raise)

 vi.      7:15 Paddle raise

vii.      7:30 concert

viii.      We agreed that the someone should be at the museum. For this upcoming meeting, we need to agree on ix.      Use snippets of different videos as background for the host to run the paddle raise

1. Communication Committee Report—Mary Ann
	1. 3rd Friday Ads
	2. Newsletter
2. Collections: Dylan
	1. House Keeping proposal distributed for vote next meeting
	2. Emergency response plan distributed for vote next meeting
	3. Collection Policy Discussion: What do we collect? Everything or just key items for example.
	4. Request for Air Purifier
	5. Request for Mold study—(update the one Jim J. did in 2020)
3. Membership—Ronnie
4. Store--Glenn
5. 3rd Fridays—Jim
	1. upcoming speakers will be discussed
6. Old Business
7. New Business

**Approval of June Meeting Minutes:**

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

**Operations Chair Report:**

**Jerry announced the sad news that Lorraine Freeman passed away. Details are posted on our website. He requested a minute of silence and for the record, acknowledged all the wonderful contributions Lorraine has given the organization. She will be missed.**

**Break Room-** Done.

**Finances-** We received a good board donation since the last meeting and, for now, are in a good position. Sarah and Jerry are in process of applying for grants.

**Opening Date-** We have been open since June 16, Wednesday- Sunday. Starting July 4 we switched to a Tuesday-Saturday schedule to accommodate our staff. When the grand opening approaches we will revise our opening hours again.

**Lobby Work- Jerry reported that** Valerie has started the lobby fabrication work including electrical wiring and the front desk redesign. Patrick, Ted, and Bill Laffarty have agreed on the historical monologues and have given the script to James Forni. James Forni has auditioned people as voice overs for the monologues for lobby exhibits. He provided two auditions for each of the four monologs. Jerry reported that a selection was made, and Jim has started on the next phase. Jerry reported that Valerie found a Japanese photographer who took many photos on the Eastland. The photos are owned by the Chicago History Museum, they have been contacted and have agreed to allow us to use the pictures that Valerie has chosen free of charge as long as we provide appropriate acknowledgement.

The goal is to complete lobby work by end of august to early September (6-8 weeks of work). We seem to be on track.

The lobby exhibits will be created off site and will not interrupt daily operations. Valerie’s team will install them on a day we are closed, including the parts of the exhibits outside in the hall way.

**Upcoming CMM Events- Jerry reported that there are the following upcoming events:**

* *Lobby Opening-* plan to come up with an opening celebration that has not been done yet.
* *Bridgeport Open House/ Third Friday-* New kayak loading dock opening right on the creek (to the right of us). We are planning on working together to promote each other. The BAC plans to have a grand opening launch around the same time we plan to have our grand reopening celebration.
* *CAC Open House-* We have been invited to Open House Chicago in October 16-17 (one week before the CMMFestival date).
* *CMMFestival-* on October 21. Virtual event hosted at the museum

**Other Upcoming Events—**

* *Elderly group tour-* August 18. Agreed that all attendees will be vaccinated.

**CMMFestival Planning Progress (after this meeting)-** (see agenda for summary timeline of events).

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

**Newsletter-** Mary Ann reported that the newsletter is out.

**Ad for CMMFestival**- Mary Ann reported that two ads are out so far. Number 3 is in the works and is titled “JUMP”.

**Third Friday’s (Jim):**

**Third Friday Speakers-** Jim reported that people who had been scheduled the last three months cancelled at the last minute. The plan is to keep the Third Friday events virtual for now. However, it is time to consider restarting in person third Friday events, possibly after Open House Chicago and the CMMFestival. The BAC has been active in moving ahead to promote the in person events. They started to host in person Third Friday events in March. Their numbers have been lower post pandemic (Dylan followed up with the BAC and posted the buildings statistics in an email to the Operations Committee.)

**Collections Report (Dylan):**

**House Keeping Proposal-** Dylan sent this proposal to the OPC prior to this meeting. It provides the cleaning and maintenance procedures the museum and staff should follow. Everyone should review the proposal for discussion and approval at the next meeting.

**Emergency Response Plan-** Dylan sent this proposal to the OPC prior to this meeting. Dylan asks for everyone to review the plan for discussion and approval at the next meeting. Helpful suggestions and feedback are welcome and should be sent to Dylan. Dylan would like everyone to pay close attention to the “access” and “evacuation” strategies. The plan outlines how we take care of people in the museum in certain “disaster” like events. He has listed scenarios and the recommended procedures that must be followed. The plan also lists emergency supplies that should be available, along with their respective costs. Jim Jarecki suggested that we write a grant proposal to get funding for any items that are particularly expensive.

These two proposals will be up for discussion and vote at the next meeting as recommendations to the Board for approval and funding.

**Collections Policy Discussion-** not discussed.

**Air Purifier Request-** Dylan reported that based on a request to Bridgeport, they have provided a quote for air conditioning. This might help combat the humidity problem. The quote is approximately $40K. It is possible that the BAC might split the cost.

The air conditioning issue is part of a bigger issue. There was a discussion of the need for an “environmental plan”. This might deal with multiple topics including soil erosion, mold, and poor air quality. This plan might determine what approaches should be taken in regards to our current discussions about the mold, humidity, and poor air quality in the museum space.

During this discussion, it was noted that because we are right below the loading docks, a large amount of dust and debris consistently falls from the ceiling and covers our artifacts with sediment and it circulates through the air that our guests and staff are breathing. Jerry requested that Dylan get an estimate from Mike about adding a ceiling to prevent the bulk of this dust from collecting on the artifacts.

As an additional topic, it was discussed if the timing is now right for a professional to come and take mold samples and determine if the remediation work done by BAC is sufficient or if additional work needs to be done.

To proceed with these ideas, board action will be needed. Jerry requested that we get quotes for each of these activities before recommendation to the board for action. It is not clear at this time who would be best to ask for a quote on the mold topic.

**Membership (Ronnie):**

Ronnie reported that as of July 2021 we had 294 Members. Although this number is greater than previous years (208-220 members), the difference may be due to the fact we have changed the model for membership renewal. Ronnie concluded that our trend is still a little greater this year than previous years by about 10 members. We will have a better understanding of our membership count once the year 2021 concludes.

# Store (Glenn):

Glenn reported on wok he did to provide cabinets in the store for inventory items. The cabinets have been installed on the very top left-hand shelf. Glenn reported that he will do the same for the right side. Additionally, Glenn reported that Don Glasell just donated to CMM a very nice gift of items that can be sold in the store and have been added to our inventory. The Committee thanked Don for this generous gift.

**Old Business:**

None.

**New Business:**

As noted above, Jerry reported that Lorraine passed away on Wednesday July 14. We are working on creating a memorial fund for her and other deceased organization members. Information about her passing has been posted on the website and social media. The Tribune published her obituary and Mary Ann will write an article for the CMM about her passing.

Jerry also noted with mixed feelings that Ronnie is leaving the CMM. We are happy for her and her new job but sad that she is leaving. Jerry noted that she has been a tremendous asset for the museum and will be missed on the staff. Her last day will be Saturday 8/7. As she transitions out of her staff role with the CMM she plans to become a volunteer, stay on the Operations Committee, and help out in any ways she can.

In other news, Doug Walker has stepped down as Chairman and has retired from the CMM organization. Captain Dave Truitt has accepted the role as new Chairman and Jerry Thomas will be Vice- Chairman and Treasurer.

With the new proposed exhibit of the Charlotte Ann (hopefully coming 2022), Jim suggested that we unveil the exhibit with a “reunion” event in celebration. Many locals have been involved in working on that boat and it has a rich history. Kath proposed that when the exhibit is in the design phase, we consider creating a small traveling exhibit as well. Jerry said that he will pass these ideas on to Valerie for consideration in the new exhibit plan.

Meeting adjourned at 1:04 pm

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 Hoffmann
* Veronica Caminiti
* Don Glasell
* Stan Mehaffey

CMM Operations Committee Roster

2019-2020

**Volunteers:**

Bill Derrah

Glenn Braun

Ked Fairbank

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)

Vonnie 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