**July 7, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Mary Ann O’Rourke, Lorraine Freeman, Dylan Hoffmann, Glenn Braun, Jim Jarecki, Ked Fairbank, Kath Thomas, Stan Mehaffey, Dirk Lohan

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

**Agenda:**

Approval of June Minutes

1. Operations Chair Report
	1. Recovery Update: dry wall reconstruction in progress
	2. Next steps require input from committee: kitchen, bathroom, doors, panels, paint, carpet…
	3. Exhibit redesign steps- minor tweaks to exhibits on small, temporary scale/ big picture exhibit redesign
	4. Donor Calls to be launched along with CMM Festival
	5. Finances: ok for another month though somewhat slow
2. Thoughts on how to proceed with Gala
	1. Gala Prospects—Update, Rebrand it to CMM Festival
3. Communication Committee Report—Mary Ann
	1. Newsletter
4. Collection:
	1. Updates—Dylan
5. Membership
	1. Updates--Ronnie
6. 3rd Fridays
	1. Still On hold during lockdown; what about virtual events?
7. Old Business
8. New Business

 **Approval of June Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update-** We have three phases for reconstruction:

* Phase 1- rebuilding the dry wall.
	+ Michael Stelzner (who originally did the dry walls when museum first built) will begin the dry wall replacement today. Dylan, Jim, and Chuck have been working with him to move around exhibits.
* Phase 2- redesign/ replacing areas of the museum such as kitchen, bathroom, doors, panels, paint, carpet, water heater…etc.
	+ Input from the committee is appreciated.
	+ How high should artifact shelves be from the floor? No materials should be on the floor (new policy).
* Phase 3- replace furniture, get ready for opening while following COVID-19 protocols, make small temporary exhibit tweaks, and start plan to redesign exhibits on larger more permanent scale.
* Concern from some committee members that we should have PPE on hand at the museum now because we do have some people (volunteers, staff, contractors, construction crews) coming in. It is BAC policy that everyone who enters the building must wear a mask. Cost of buying PPE supplies will be assessed and then considered purchasing.
* All wooden furniture needs to be replaced. We may ask our community for good quality furniture donations. Once the insurance claims have been settled, we will need to make a list of the items we are seeking.
* Once phase 3 is completed, we can reassess our opening date. Estimated two months…or at least before October 22nd!

**Next Steps- (see above in Recovery update section)**

**Exhibit Redesign Steps- (see above in Recovery update section).** We still intend to engage an exhibit designer professional for phase 3?

**Donor Calls Launched-** Was put on hold. This will be incorporated into the launch of the CMMFestival, below, and restarted.

**Finances-** we should be ok for this month regarding rent, payroll and other normal expenses. Payment for the restoration is still waiting for resolution of the insurance claims.

**Thoughts on how to proceed with Gala:**

**Gala Prospects Update-** The Gala Committee proposes to rebrand the Gala to be the CMMFestival. It will have some flavor of past festivals, will be a “virtual” event with introductions, videos, key note speaker, paddle raise, and short auction. There may also be a post event with music festival. The details are still under discussion. The key fundraising part should be ½ hour.

Technically speaking, we have much to figure out (how to run/ collect auction bids and donations). Currently, we are investigating whether FlipCause or BoA Clover system can support the virtual event.

The committee would like to also incorporate the adobe spark notes slide show that Doug Diefenbach created for us. If we own it, we could use it as part of the campaign.

Instead of donors/ board members buying table, one thought is to have them buy naming rights to a group (canoes, underwater, yacht clubs, *etc*.). Sponsorship levels might correspond to how many groups you can sign up under for naming rights so there is a competitive feel. We could have this displayed on our website.

The overall thought is to have a recovery and rebuilding exhibit campaign that leads up to CMMFestival.

Bill Pinkney is still available for being keynote speaker. He could do his speech live from his boat in Puerto Rico using GoPro (or his choice of technology). We believe he is on board with this idea and has done live videos before.

The unanimous sense of the Operations Committee is that the CMMFestival Committee should proceed with the rebranding and the new planning process.

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

**Newsletter-** Mary Ann reported that our lead article will need to be written about the CMM Festival with limited content regarding what it will entail. We have agreed that it will be virtual, date, key note speaker Bill Pinkney, auction, and more information to come. The newsletter is in draft mode and should be finished today and sent out for approval/ edits to the committee. It is not yet ready for design. The newsletter will be late this month.

**Collections Report (Dylan):**

**Updates-** Dylan reported that he has been mostly helping with the reconstruction and moving exhibits/ artifacts around to accommodate the dry wall rebuilding. Other than that, there is nothing new from the collections.

# Membership (Ronnie):

**Updates-** Ronnie reported that we continue to see an upward trend in memberships. 218 members at the end of June. 8 memberships collected (4 New and 4 Renewals).

The question has been raised about whether we could support Member renewals starting a year after the month they joined. A related question is whether we can support automatic renewals for Members. Both ideas would help increase our membership numbers.

Ronnie reported on her investigations into FlipCause’s capabilities. She learned that FlipCause will support both, though not without some work on our part. Auto renewal can be supported. To support renewals based on the past joining or renewing month, Ronnie would need to export the names of those renewing in that month to Constant Contact, which then can be used to email the renewal notices. Based on this, Ronnie saw no barriers for us to adopt these goals.

Kath moved to change our membership strategy to the proposal above and implement it immediately. Motion was duly seconded and passed. Jerry, Mary Ann, Ronnie and Lorraine will meet to work on a membership drive to promote this as well as encouraging members to use the auto renewal option in FlipCause.

**Third Friday’s (Jim):**

**On hold during lockdown-**Jim reported no updates on 3rd Friday due to the lockdown. During discussion, it was suggested that we have a Third Friday Zoom/ Facebook Live with Ted that no later than August. Jim, Ted, and Jerry will work on setting it up.

**Old Business:**

None.

**New Business:**

Ked reported that we received a bill for a new CMM banner to be put on the 35th street side of the BAC building. Subsequent to the meeting, it was determined that this was to replace the existing banner that had become faded and was therefore ready to be replaced. There appears to be no issue.

Meeting adjourned at 1:20pm

Submitted by:

Veronica Caminiti

Status of New Exhibit Proposals

1. **Anchor exhibit**- new, discussed by committee, committee approval awaiting final proposal to be created by Trigg
2. **Bill Pinkney exhibit**- new, discussed by committee and approved, proposal drafted (in stage 2) by Don and submitted to the Board
3. **Tugboat exhibit**-new, discussed by committee, committee approval awaiting final proposal to be created by Trigg
4. **Schooner mural exhibit**-new, discussed by committee, committee approval awaiting proposal to be created by Dylan
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

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 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