**June 9, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Gerald Thomas, Don Glasell, Glenn Braun, Jim Jarecki, Lorraine Freeman, Stan Mehaffey, Dylan Hoffmann, Kath Thomas, Ked Fairbank, Trigg Waller, Mary Ann O’Rourke

Next meeting: Tuesday, July 7 at 12:00pm.

**Agenda:**

Approval of May Minutes

Approval of Minutes for Special Meeting

1. Operations Chair Report
   1. Recovery Update
   2. Donor Calls launched
   3. Finances: ok for another month
   4. Proposals from Collections—Deaccession Policy
   5. Membership Report
   6. Model Shop Report
2. Thoughts on how to proceed based on COVID-19
   1. Gala Prospects—Update
   2. Museum—Re-open date/Recovery Completion Date
3. Communication Committee Report—Mary Ann
   1. Newsletter
4. Collection:
   1. Deaccession Policy
   2. Application: Proposal on Paul Johnson’s donation of prints
5. 3rd Fridays
   1. Still On hold during lockdown
6. Exhibit Proposals: Updates
7. Old Business
8. New Business

**Approval of May Meeting Minutes:**

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

**Approval of Special Meeting Minutes:**

Kath moved to approve the Special Meeting Minutes as distributed with one correction that should be made to the wording that implies that Bubbly Creek caused the flood instead of the sewage back up. Mary Ann will correct the phrasing. The motion was duly seconded and passed.

**Operations Chair Report:**

**Recovery Update-** Jerry reported that a meeting was held yesterday to discuss the monetary estimates on the restorations of the museum and preventative measures that should be taken to protect us from an event like this in the future. One preventative measure discussed was to bolt 2 feet of PVC bolted along the base of the walls which then can be removed and cleaned if they were to get dirty/ wet (protecting the drywall it covers).

A follow up meeting will be held this afternoon.

Jerry reported that our insurance is expected to pay some part of the damage from the sewage water and expects that BAC will pay some part. If all goes well, we hope that the insurance will be sufficient to get us back to where we were before. The money we have raised in the recovery fund will be used in the broader sense to defray the costs of keeping the museum viable during this period of Covid-19 and sewage backup.

Dylan reported some positive notes: The museum space no longer feels like a hazardous environment. Barriers were installed (plastic tarp) for protection. The smell is gone, the dehumidifiers did the trick to get rid of the musty smell in our museum space. However, the building management/ other tenants themselves have not taken the same action as we have. Therefore, parts of the hallways on the river level still smell damp and, possibly, are growing mold. There is still a chance for mold to grow in the walls which will be assessed at today’s meeting.

**Donor Calls Launched-** Jerry reported that a few volunteers have already made calls to some potential donors and have done a good job of building relationships. Jerry will follow up with more names to call. It is important that we as volunteers keep our donors involved in our community.

**Finances-** Jerry reported briefly on our finances. We have made our rent and payroll and have a net positive balance in the Gala fund and the reserved account. We should come out net positive for this month. We also received over $6K in donation checks to help combat COVID and the sewage recovery along with a $20K Payroll Protection Plan (PPP) loan that we expect to be forgiven if we meet the criteria to use it to pay specific items such as salaries and rent. These donations (and what we expect to be a forgiven loan) are a great help to our organization.

**Proposals from Collections/ Deaccession Policy-** (see Collections Report below for more information and the attached PDF policies)

**Membership Report-** Ronnie reported that the current count for members at the end of May 2020 is 210. Many of those donated sums over $35 to the recovery fund, which automatically renewed/ paid for their membership. We collected 16 memberships this month. Additionally, Sarah Metzger and Ronnie have been working together to rewrite the “Thank You” automated emails, which will be sent to those who make donation/ membership purchases online.

**Model Shop Report-** Glenn reported that there were some shop items soaked beyond recovery and had to be thrown out. Glenn will assess more of the shop damage this coming week.

**Thoughts on how to proceed based on COVID-19:**

**Gala Prospects Update-** Lorraine reported that a meeting of the gala committee was held last Saturday to discuss next steps, including the idea of having a half virtual, half in-person Gala. It might consist of a 50-person dinner along with a virtual auction. Much of the logistics have not been thought out yet. The Gala is a way to not only raise money but awareness of our image and organization. A virtual gala would have more outreach but may prove difficult to plan and execute. Our Gala’s image may want to be reconsidered to correlate with today’s global and personal situation. Lorraine requested that the Operations Committee members pass on any suggestion/ idea, to either her or the other Gala Committee members. If possible, let Lorraine know prior to the next Zoom meeting, which will be Friday at noon.

**Museum re-open date/ recovery completion date-** Jerry reported that it is not clear when we will reopen due to the cleaning and reconstruction process of the Museum. There is very much that has to be determined, even after the reconstruction is complete, before we can reopen safely (following CDC guidelines for COVID prevention).

As part of the restoration/ redesign process, we should highly consider consulting a professional museum designer (Possibly one who has worked with other maritime museums). An interview process should be held and then the Operations Committee and Board members can all agree on the best consultant to hire. Lorraine moved that we recommend to the Board engaging an exhibit designer with a selection process that includes the Operations Committee and the Board. The motion was duly seconded and approved.

There was a brief discussion of ideas to keep in mind as we start the Restoration/ remodeling of the museum:

* The kitchen layout (or location) redone.
* Artifact storage to either stay on site or moved to higher ground in the BAC (relocating the storage room artifacts would create additional room to expand the exhibit layouts and add more interactive exhibits/ additional videos). Of course, getting such space would incur additional costs.
* Traveling exhibit at Navy Pier or on a barge near Navy Pier that allows public access so we can place some of our artifacts there and gain more awareness of our organization.

**Third Friday’s (Jim):**

**On hold during lockdown-** Jim reported no updates. He suggested that we should work on the process of utilizing Facebook live to create more virtual events (with third Friday and others).

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

**Newsletter-**  Mary Ann and Ronnie reported that the newsletter is ready to go out. Dylan wrote an article on the sewage back up that is the lead story.

# Collections Report:

**Deaccession Policy-** Dylan reported on the deaccession policy that he prepared and that was distributed to the Operations Committee prior this meeting. The policy allows for anyone to bring up an item they think should be deaccessioned because it either does not fit the collection or mission of the museum. After a discussion on the proposed item along with a voting/ approval process, Mary Ann moved to accept the deaccession policy as distributed. The motion was duly seconded and passed by the Operations Committee.

Jerry noted that this policy is not intended to raise monetary value for the museum. Dylan noted that we must have a policy for deaccessioning to be credited as a museum. Additionally, this process is meant to remove items that are not appropriate to our collection or remove damaged items that otherwise cannot be restored. A list of items that have been damaged by the sewage will be brought up and proposed to the committee for deaccession once the list has been finalized.

Dylan also noted that are currently accessioned in our collection that we might like to deaccession when they have no relevance to the museum’s mission. These items could either be sold or used as auction items for the Gala, or some other purpose decided by the Operations Committee or the Board.

**Application: Proposal on Paul Johnson’s donation of prints-** Jerry reported that we have a large number of print from Paul Johnson that were given to the museum as items that we might sell. However, these prints have been accessioned into the collection. Dylan moved that these items be deaccessioned. The motion was duly seconded and passed.

Mary Ann moved that these prints be put into the store inventory. The motion was duly seconded and passed. It was the understanding of the Operations Committee, that such items, along with other items in the store, might well be used as items to promote the Gala.

**Exhibit Proposals (Updates):**

**Anchor Exhibit, external display (Trigg Waller)-** Trigg had no updates

**Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport (Trigg Waller-** Trigg had no updates

**Old Business:**

None

**New Business:**

Stan provided the following link to the Skip Novak Zoom interview links on YouTube, hosted by the Chicago Yacht Club-

Full interview: <https://www.youtube.com/watch?v=9iErXFsTU_8>

Pelagic ’77 video: <https://www.youtube.com/watch?v=vKLEkSygI6k&feature=youtu.be>

Meeting adjourned at 1:25pm

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