**March 3, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:14pm

Attendance: Ked Fairbank, Dylan Hoffmann, Glenn Braun, Jerry Thomas, Lorraine Freeman, Don Glasell, Veronica Caminiti, Kath Thomas, Mary Ann O’Rourke, Bill Derrah

Next meeting: Tuesday, April 7 at 12:00pm. [Given Covid-19, the next meeting is likely to be a conference call or video call. Details will be distributed prior to the meeting.]

**Agenda:**

Approval of February Minutes

1. Operations Chair Report
	1. Comments on the CMM Budget and recent funding requests from Doug
	2. New Needs not in 2020 budget:
		1. updated CMM brochures, pamphlets, postcards, cardstocks, and other quick take-aways. The current information about our museum hours and admission prices are incorrect as of a few months ago.
		2. New method for mass mailings, such as mail chimp.
		3. Collection’s supplies
	3. Current Exhibit list to be presented to Executive Committee and disposition
2. Gala Committee Report—Lorraine
	1. Current Progress
	2. Invitation
	3. Next meeting
3. 3rd Fridays
	1. Upcoming Speakers
4. Communication Committee Report—Mary Ann
	1. Web Site
	2. Newsletter
5. Executive Director Report—Ked
	1. Docent Training
	2. Collections and Archive Report
	3. Membership Coordinator Report
	4. Store Report
	5. Model Shop Report
6. Exhibit Proposals
	1. Anchor Exhibit (external display)—Trigg Waller
	2. Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport—Trigg Waller
7. Old Business
	1. Membership ideas
	2. Other ongoing items
8. New Business

 **Approval of February Meeting Minutes:**

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

**Operations Chair Report:**

**Comments on the CMM Budget and recent funding requests from Doug-** Doug sent out an email to the Operations Committee regarding last month’s financial budget. It is imperative that we raise money for fixed costs such as rent and salaries. The Directors and Operations Committee members are asked to actively seek donations from personal contacts.

**New Needs not in 2020 budget-**

1. Updated CMM brochures, pamphlets, postcards, cardstocks, and other quick take-a-ways.
	* The current information about our museum hours and admission prices are incorrect as of a few months ago.
2. New method for mass mailings, such as mail chimp and constant contact
	* See executive director report. Already purchased
3. Collection’s supplies
	* Upkeep and storage space. See executive director report. [Subsequent to the meeting, Dylan presented the collection needs, which would correspond to a request for next year’s budget in the amount of $200/month.]

These items have been acknowledged and up for discussion. Other than the purchase of Constant Contact, the other items will not be invested in at this time but will be under consideration for next year’s budget.

Ideas 1 and 3 may be considered as auction items for the gala, either for sponsorship or donation.

**Current Exhibit list to be presented to Executive Committee and disposition-** nothing new to report at this meeting.

**Gala Committee Report (Jerry, speaking for Lorraine):**

**Current Progress-** The gala is coming up in less than two months and there is much left to do. The invitation must be sent out and the ability for guests to either donate, sponsor, or buy tickets must be posted on the website. We have 64 guests committed to come.

The committee has gone through the gala, start to finish, verbally.

Jerry will ask our accountant to sponsor us (will send a packet to him).

We need to progress with filling our program book ad page. The committee asks for the operations committee and directors to find business who would like to participate. It is recommended to hand out the sponsorship packages so business can look at the ad information.

Gala Goal: to raise money to support operations cost every year (approximately 300K).

Jerry will contact Bill Pinkney regarding his publications with the intent to sell in our museum store.

**Invitation-** Ronnie has master mailing list which we will use to send out invitations. Operations committee is asked to send their personal lists of invitees to Ronnie as well so they can get invitations.

**Next meeting-** needs to meet again in two weeks at Columbia Yacht Club; possibly March 17th at noon. This date will be approved with Lorraine.

[**Covid-19 update**-Based on the fallout from the virus, the CMM gala is now postponed until the situation clarifies. This notice will go out in the March newsletter and as a e-Blast shortly thereafter.]

**Third Friday’s (Jim):**

**Upcoming Speakers**- not here to report.

Need information about March 6 event. At this moment we have not heard from Jim regarding updates with this event nor other Third Friday events.

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

**Web Site-** Mary Ann has some edit recommendations regarding the gala purchase buttons on the website and will speak with Ronnie regarding those changes after the meeting.

**Newsletter-** The newsletter is late. The focus story will be on the Gala. Kath is the volunteer of the month.

Mary Ann is also focusing on booking Bill Pinkney for interviews on different media sites such as the tribune and WTTW with the goal of increased media coverage for the gala.

**Executive Director Report (Ked):**

Google ads will focus on Gala sponsorship and tickets.

We are now using a Bank of America system called clover which will ultimately replace PayPal. The system gives us the ability to pull much data regarding our operations costs such as memberships, store sales, and admission tickets. Additionally, it can keep track of our current store inventory in real time.

Memberclicks has been replaced by Constant Contact. It was chosen for its tech support, compatibility with Flipcause and the ability to send mass emails easily. Ronnie has a phone meeting with a Constant Contact representative after this meeting to discuss in more detail how to utilize all the features in Constant Contact. It appears that creating great and professional looking emails is super easy, fun, and extremely flexible. The user is given static feedback as to how well each email does. The user is also given marketing support and consulting (at an additional cost). All contacts from Memberclicks have been exported to Constant Contact. We are ready to cancel Memberclicks.

Accounting with Quickbooks is moving forward very well.

**Docent Training-** Ked submitted a grant proposal centered on volunteers and education that encompasses docent training. If successful, we could expect to receive grant money by this fall.

 Ted wanted to do training by subject areas and will make dates for training. Bill proposes that a take- home packet on each subject area should be crated (possibly create one before the gala). Ked will follow up with the Architecture Foundation, asking for one of their docents to help us with our docent training program.

**Collections and Archive Report-** Dylan summarized the status in some detail. He is close to having all documentation of the objects; the canoes still need to be completed. In total, 42% of the collection is documented in PastPerfect. In addition, Dylan reported that he heard from Lindy Dosher, the director of Navy Museums Northwest and Puget Sound Navy Museum regarding a follow up meeting to reassess our original MAP goals. The meeting may take place sometime between April through October.

Dylan reported that once all documentation has been completed, the next task will be to go through things we may want to de-accession. This may be of immediate value since we may have some items in our collection that are appropriate for auctioning at the gala.

Finally, Dylan reported that collections need new archival boxes and two large horizontal file cabinets.

**Membership Coordinator Report-** Ronnie passed out charts indicating the current membership trends. We are up to 164 members. 7 new and 9 renewals this month, which is a little better than last year at this same time.

**Store Report-** Ronnie passed out charts on our last month sales trends. Based on these charts, the store needs to be restocked with our most popular and new items. Ronnie gave a suggested list to Ked which included items such as: kids items, soup bowls, mugs, “Sport the Ship Dog” children’s book and toy, bags with logo, key chains, and magnets.

Ronnie asks the committee for any other store item suggestions. It was suggested that we stock the store Bill Pinkney items such as his auto biography, movies, and children’s books.

**Model Shop Report-** Both the woodcarving and ship- in- the- bottle classes are almost complete. Additionally, Glenn has one new wood carving student (adult) for the spring course, starting at the end of April.

**Exhibit Proposals:**

**Anchor Exhibit (Trigg)-** The cost for a new anchor stock is approximately $3K (price estimate from Grant Crowley). Paul Levy has agreed to provide new infrastructure for anchor but the museum would be responsible for the inclusion of signage for anchor. Total project cost is estimated to be $5K. One person has expressed an interest in funding the anchor project if the anchor were located on the corner of Racine and 35th Street. This would need agreement between the museum and Bridgeport Art Center. Trigg agreed to continue discussion.

**Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport-** Paul Levy is excited about displaying the tug boat on the banks of bubbly creek (where Paul hopes to finish the docking area project by this summer).The tug boat project would require an approximate $20K investment according to Grant. It would need sandblasting (95% removal of old paint) and a new paint job, along with security, padding, and a cradle foundation. So far, there are no candidate sponsors for this project. One suggestion was to add the tug-boat project to the list of reasons for supporting the museum during the paddle raise. Sponsorship of the boat might include the sponsors name on the side of the boat. Trigg noted that the tugboat is owned by Crowley’s Yacht Yard, who would retain ownership if the boat were docked on our site.

**Old Business:**

**Membership ideas-** The question was raised whether we should reconsider the idea of making membership cards? Many of our new members ask if they should expect to receive one in the mail. This question was not resolved.

Jerry noted that our sponsor membership is going down. He suggested we do a better job at promoting other levels other than Regular Membership. The question was raised from the committee that there is no clear incentive for purchasing a membership at $100 versus $35. The membership benefits are the same. However, in the past, we did have more sponsor memberships. Again, the question was not resolved.

**Other ongoing items-** We have received two quotes from Terry Dowd regarding the painting we might obtain from the Rookery. It would cost an estimated $1.2K to move the painting from its current location to the museum and to mount it. An additional $5K would be needed to put a vitrine and protective barrier around the painting. The next question is where should the painting go on display? Dylan will continue with creating a proposal to present at the next meeting. Jerry noted that we don’t have authorization to do this project without Board approval.

Don agreed to send Jerry an electronic version of his Bill Pinkney exhibit proposal so that it can be given to the Board.

**New Business:**

* In a recent grant proposal, Ked included Glenn’s idea for a children’s education station (a proposal packet was passed out by Glenn): the proposal includes building an interactive schooner model for children, which would cost an estimated $5K . The estimate includes the cost of materials, maintenance and labor. It was agreed that the idea was interesting, and more work should be done. The next step would be to provide a detailed description of the functionality of how the exhibit would work, how it would be incorporated into our educational programs, and where would it would be located. For example, would it replace a current exhibit?
* Another topic of discussion was the cost of maintenance of an exhibit. We might need to update an exhibit periodically, either because of damage or because of new information. Such maintenance costs can be large. It was mentioned that some museums ask donors to consider maintenance costs as part of their bequest. As we consider new exhibits, we should include in their costs the total life cycle costs.
* Dylan found $5 a piece poster from the Illinois State Geological Survey (ISGS) and purchased a few. He argued that such posters tell a lot about the story of Chicago and its development. During discussion, it was agreed that the poster in general fit the museum’s mission. However, some of the content on the posters should be fact checked because they may be out of date. The question raised by the committee is what to do with them. Would we display them and if so, where? Though inexpensive, they still amount to a new exhibit project that should follow the process. The committee brainstormed a number of ideas: we could put the posters on the wall by the river; we could move current pictures around; we could create an interchangeable rail/ moveable mount on one of the walls. Dylan agreed to write up a proposal to present at the next meeting.
* September 20, 2020 is Loyola University’s sesquicentennial (150 yrs. old). Ted is an alumni and professor of Loyola and this anniversary is a big part of Chicago’s history. Through Ted we should try to partner with Loyola and invite them to use our space for an event. It was not clear who agreed to talk to Ted, possibly Ked.

Meeting adjourned at 1:49pm

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