**May 4, 2021**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Kath Thomas, Don Glasell, Glenn Braun, Dylan Hoffmann, Trigg Waller, Lorraine Freeman, Patrick McBriarty, Bill Derrah, Mary Ann O’Rourke, Ked Fairbank, Stan Mehaffey

Next meeting: Tuesday, June 1 at 12:00pm.

**Agenda:**

1. Approval of April 6, 2021 Minutes

2. Operations Chair Report

a. Recovery Update—latest update from meeting 4/22/2021 with Paul Levy

i. Injection progress—no leakage where injections performed

ii. Humidity and air conditioning discussion

iii. Drainage system progress

iv. Storm panels

v. Patio area repaving update, ongoing

b. Break Room and remaining work

i. Mike’s progress—one set of doors and a punch list

ii. Break room equipment—obtained

c. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress –

i. Conference room—

ii. Lobby area—link of 4/27/2021 meeting sent out

1. Phase 1a lobby (1a and 1b target end of June)

2. Phase 1b minor readjustments

3. Awaiting discussion from Operations Committee, Board and a final proposal number

iii. Next phase will be the various exhibits (target 2022), continuing on to area along river

d. Finances:

i. No major infusions of funds this past month.

e. Funding Plan thoughts

i. Start the renewal process for Foundation grants: Driehaus (submitted), Sargent Family, …

ii. Start plans for an October Fundraiser (initial meeting…)

f. Opening Date Thoughts, Considerations, and Requirements—Still June Target

3. Communication Committee Report—Mary Ann

a. 3rd Friday Ads

b. Newsletter

4. Collections: Dylan

a. New Acquisition, subject to approval, of the Charlotte Ann model

b. Collection Policy Discussion: What do we collect? Everything or just key items for example.

5. Membership--Ronnie

a. Start of phone calls (Trigg has done 5 already)

6. 3rd Fridays—Jim

a. 3rd Friday report from last month

b. Zoom Meeting Schedules

7. Old Business

8. New Business

**Approval of April Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update- Jerry reported on the** April 22nd meeting with Paul Levy, Malik Dervis, Michael Stelzner, Dirk Lohan, Doug Walker and Jerry Thomas: The concerns of the north wall leakage were discussed. It was recalled that the BAC inserted tubes into the cracks in the wall and coated them with sealant. So far, things seem to be ok with the exception of an area wall adjacent to the model shop. There was crystallization wall suggesting some seepage, though there was no wetness observed. Michael suggested that this might not be a problem other than creating a high humidity in that area. Dylan has been monitoring the humidity in the space, and so far because the space is quite cool, the humidity is below normal. Jerry suggested that we might benefit by having our space air conditioned, which would facilitate humidity control season round. Dylan is following up with Michael to get a quote.

Next, the April meeting discussed the drainage system as it is a serious source for potential storm damage in the future. There is a drain from the roof, as well as sewage drains and river drains. There are three drains in our space which are in the conference room, north storage, and south storage. Unfortunately, it appears that the drain from the roof, the sewage, and the river can all back up into our space. It appears that these drains can’t be capped, so Jerry requested that we have backflow valves. Malik said that it is too soon to make that decision because there are over 20 drains on the basement level. He said that the BAC is going to assess the system problem and come up with a system solution. . Dirk requested that we be informed during this process. Our request is that no water enter our area from either the roof, the sewage or the river.

Next, the April meeting discussed the flood panels, which will be installed to prevent river water coming through the doorways that open to the river. : BAC reported that it will install flood panels on all the doors in the back of the building that face the river. As a trial, they have already installed one such door at our North exit. They will take responsibility to monitor the lake/ river levels and warning systems and place the flood panels when the risk of over flow is warranted.

Finally, at the April meeting there was a discussion of the problem of erosion from the river. When our current floor was being installed, the area near the North door collapsed. This suggested that water was seeping under the building. Malik reported that the purpose of the current construction along the path along the river is meant to minimize that possibility. Boulders and plastic sealer have been placed along the river back to prevent further erosion.

As a related question, Paul addressed the current vision for the path, which will be along the river and up to the parking lot area. At this point in the buildout, the path is composed of compacted dirt and rocks, paved over with crushed rock. The next phase is to put a final covering of fine (finished) rock. Jerry expressed our concern that the outside space near our exits is used for events. BAC had provided us with a deck. The question to Paul was how will we do this with the new pathway? Paul responded that the walkway will be for building tenants only and not for public use. In response to the related question of security and potential for vandalism, there was no immediate response. This needs to be addressed in the future.

**Break Room**- Jerry reported on the status of the work on the south museum area, including the break room. Kath provided Michael a punch list of issues that he needs to respond to in writing. Dylan is following up with that. Michael reported that there are supply issues involving the delivery of the remaining two doors that go into the collection area. Once these are resolved, this part of the project will be finished.

**Exhibits-** Jerry reported on the meeting regarding the redesign of southern gallery that was held on April 27. Based on the meeting, it was suggested that we have a soft opening in June. Subsequent to the meeting, based on conversations with the Board, the plan is to be ready to open on June 16, with the exact date to be determined when the City determines when normal opening can occur. In support of this goal, Dylan has obtained four desks from building, which covers the reception desk, the director’s desk, the curator’s desk and a desk for interns. Dylan requested 3 or 4 rolling chairs for these desks. Glenn has built cabinets for the store and is working to make sure the store is ready for opening. The last piece of this puzzle is to restart our point of sale system, either with Bank of America or with PayPal: Ronnie and Jerry are working on this.

The next phase of Valerie’s proposal for the lobby (phase 1a and 1b) was presented at the April meeting. Phase 1b included minor adjustments to north gallery area. It was suggested that this be the “Grand” reopening and could occur mid to late summer assuming the Operations Committee and Board agree and assuming that we get the funding. The construction and video work will probably take about 8 weeks once approval has been given. The final phase of the exhibit proposal would be the approval and completion of the exhibits for the southern gallery (phase 2). It was proposed that with approval and funding we might finish the southern gallery by 2022. Jerry sent the recorded zoom of the April meeting to the OPC last week for review of the design and for a first look at the draft of the text.

It was a consensus of the operations committee that the design proposal was a good start and were in favor of the construction to proceed with the exception of removing the “boat” as the front desk (as it seems impractical). Many on the committee loved the videos and pictures and how it all is very interactive and includes voice overs from major Chicago founders. It was thought that the lighting that is currently in the area should be fine and the consensus was that there will not be major issues with the audio overlapping based on the technology used. One suggestion was that there be a master switch that controls the audio to turn all of them on/ off when there are large groups and where such groups are not grouped around the individual areas. It was also noted that audio was suggested for the north gallery.

As a possible misunderstanding that was corrected subsequent to the operations committee meeting, the text provided by Valerie and her team was a draft. Consistent with this, and also the consensus of the operations committee, Jerry appointed the following team to do the edit of the proposal: Ted Karamanski (who will be the chair and final arbiter), Bill Derrah, Patrick McBriarty, and Bill Lafferty (who wrote the first draft from Valerie’s team). It is assumed that the team will work to come up with a consensus internally before delivering the final draft of the text, which aligns to the agreed exhibit design. The team is reminded that the work is private to CMM and should not be shared outside our organization. By having a small team, it is hoped that we are not designing an elephant by committee.

Jerry noted that the exhibit design presented by Valerie does in fact reflect a rebranding of our museum to focus more on people. The new design does not change who we are (a maritime museum) nor does it change our focus of the water ways and development of the city. However, the story perspective seems more relevant to the community.

A motion was made to approve the direction of the redesign of the museum lobby and context that was proposed by Valerie. It was duly seconded. During the discussion, it was stated that the committee is in agreement that this is the right direction, that it is feasible, and that the funding is also feasible. Jerry suggested that the budget may be between $20-50K. As noted above, a small team would be formed to edit the historical content. The motion was passed unanimously. Jerry will present the proposal to the Board and ask that it look for funding for the museum lobby exhibit and minor north gallery changes.

**Finances-** Jerry reported that since the last meeting, one grant has been submitted and another one is in the works. Funds for operations are currently slow: we need to work on the CMMFestival ‘21.

**Funding Plan-** The first meeting for the planning the CMMFestival ‘21 was held on May 3. The planning committee agreed to use the same branding as last year’s festival with the goal to raise $150K. The proposed date for the festival is Thursday, October 21st and will be held in a virtual format. The next CMMFestival meeting will be on Tuesday, May 11th.

**Volunteers-**not discussed.

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

**Newsletter-** Mary Ann reported thatApril was a good publicity month for the museum. We were featured in the Sun- Times and on WTTW. The committee said thank you to Maryann and Dylan!

Mary Ann reported that the newsletter is ready for edits and the main story is about the lobby redesign.

**Third Friday Ads-** Jim reported that currently, there is no May third Friday event. The speaker that was booked, backed out and rebooked for later this year.

**Collections Report (Dylan):**

**Collections policy-** Dylan reported that we are missing an information section in our collections policy that lays out the rules regarding what we are to acquire, what we are looking for, and in what direction we plan to move our collection in the future. Dylan has requested that Lindy Dosher (the MAPs assessor) come back for another assessment to show them what we have done so far and what we still need to do. Dylan noted that some OPC members believe we not take items in that we do not intend to display; some believe we not take in items that are not extremely relevant to our current exhibits; and some believe we take in any items as long as they tell a story of maritime history that is consistent with our mission. The curator of the CMM should have a clear understanding as to what his job will be in the collections process such as knowing if he/she should solicit new exhibits from outside resources.

The information section helps address these issues. This helps put in perspective factors such as the financial cost of keeping our collection pristine versus the space we have in storage and for display. For us, because we are small museum, do we concentrate on what we have in our possession now and display what we have while also trying to acquire new, “big ticket” items that are relevant to our current exhibits/ mission. There are issues we should avoid, such as the motivation to collect items based on the amount of space we have. This is a short sighted approach. Dylan requested that the OPC consider this before the next meeting, at which time he will present a proposal for discussion.

**New Acquires and other updates**- Dylan reported that Captain Dave has donated a model ship of the Charlotte Ann to the CMM with pictures, the propeller, anchor, mast, and life rings to accompany it. Dylan moved we accept the model of the Charlotte Ann. The motion was seconded and approved. Jerry reported that Captain Dave has agreed to provide enough funds for Glenn to rebuild the model according to the original design specification. Jerry noted that Valerie’s plan (1b) is to display the Charlotte Ann in southern gallery, whereas the long-term plan is to upgrade the donor board and place the model near the donor board in the lobby area (phase 2).

**Membership (Ronnie):**

**Phone Calls-** If anyone on the OPC recognizes a name on the list of lapsed members, please contact her and she will give you the information to call those members and ask for them to renew their membership.

**Third Friday’s (Jim):**

**Zoom Schedule-** Jim reported that there is no May event set up as of right now. Our original speaker, Fred Stonehouse, has rescheduled for later this year. Jim is waiting on a response from another prospect, Paul Johnston.

**Third Friday-** Jim expressed the hope that make June’s Third Friday the first major in person event at the CMM as long as CDC guidelines are allowed, and we can abide by Covid rules. It should be highly considered to only admit vaccinated people for the event. Jerry reported that subsequent to the meeting, it appears that the City guidelines will not support this. Jerry confirmed with Malik that a CMM opening in June was reasonable and that it was prudent not to do the 3rd Friday event in person.

Jim suggested that we should still try to do virtual events. Combining in person and virtual formats would be ideal.

Ronnie reported that we had a great response from the last 3rd Friday promoting renewals, new membership and donations.

**Old Business:**

 None.

**New Business:**

As new business, Jerry proposed that CMM actively seek donors for an endowment fund, which would be money that we can’t touch, but is money from which we can use the dividends to support the operations cost for the museum. The idea has been discussed with Board members. The endowment fund purpose would be to keep the operations sustainable for long term. As we go after funders for the festival, we can pitch the benefits of supporting us for the construction of the lobby, south gallery exhibits, new exhibits to come in 2022, and the endowment fund.

Dylan reported that May 8th is Chicago River Day. Dylan agreed to be at the CMM on Saturday cleaning the Bubbly Creek area in Bridgeport. All were encouraged to attend.

Communications agreed that the website needs to be reviewed monthly. Mary Ann and Ronnie agreed to start work on this, with Dylan to be consulted on the Collections and History tabs.

Meeting adjourned at 1:49pm

Submitted by:

Veronica Caminiti

Status of New Exhibit Proposals

1. **Anchor exhibit**- proposal discussed by committee and approved, waiting for further report from Trigg where the anchor will be displayed, moving to stage 3.
2. **Bill Pinkney exhibit**- proposal discussed by committee and approved, next is to hire an exhibit designer, moving to stage 2-3.
3. **Tugboat exhibit**-proposal discussed by committee and approved, waiting for further report from Trigg what our next steps will be, moving to stage 3.
4. **Schooner mural exhibit**-Dylan’s proposal discussed by committee and approved, brought to Board of Directors and waiting to hear back whether yay or nay for obtaing. Moving to stage 3?
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

Ked Fairbank

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:**

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