**September 1, 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, Bill Derrah, Patrick McBriarty, Trigg Waller

Next meeting: Tuesday, October 6 at 12:00pm.

**Agenda:**

1.Operations Chair Report

o Recovery Update: dry wall and painting in progress

o Will shortly start sliding doors and carpets

o Still need input from committee: kitchen, bathroom, doors, panels, paint,…

o Exhibit redesign steps: Valerie Van Heest

1. Q.v. <http://laffertyvanheest.com/>

o Finances: ok for another month

o Opening: Covid-19 materials need to be purchased\*\*

2.CMMFestival Report—Lorraine and Jerry

o Every Board Member has agreed to be a Helmsman Sponsor or above: Need board members to full fill their pledge and get their group name identifies so it can be displayed

o Phone calls; still need help with this

o Video work

o Progress bar: goal is $100K

3.Communication Committee Report—Mary Ann

o Newsletter

4. Collections: Dylan

o 3 Collection Addition proposals—attached

o Mural Status

5. Membership—Ronnie

o We have now switched over so that memberships renew 1 year after any donation of $35 or more

6. 3rd Fridays

o Still On hold during lockdown; what about virtual events?

7. Old Business

8. New Business

**Approval of August Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update-** New dry wall installation has been completed and ready to begin painting. We have received the maximum compensation from the insurance companies that we were allowed.

**Sliding Doors and Carpet Installation**- We have signed the contract for the work and Mike S. is ready to begin.

**Input from Committee-** Kath is working with Dylan on redesigning the kitchen space.

**Exhibit Redesign: Valrie Van Heest-** Jerry has set a preliminary meeting with her by Zoom to discuss first steps on how to proceed with south gallery design.

**Finances-** ok for this month. We still need active contributions to continue to support our operations.

**Museum opening**- There is nothing new to report for this meeting. We have not yet purchased the Covid compliant items. We will purchase items after the dry wall and painting installation have been completed. At that point, staff can move in for work (in time for museum festival), and the material will be needed. Another item that needs addressing before opening is the availability of the public bathroom spaces. The building should inspect the lower level bathroom and if appropriate, clean this up prior to our opening the museum to the public.

**CMMFestival issue**: Jerry noted that for the CMMFestival to be hosted in the museum, we need adequate internet speed: we must have adequate speed and power so it does not drop when we stream for the festival at the museum. Trigg and Jerry are working together to update this with Comcast.

**CMMFestival Report:**

**Sponsors-** Jerry reported that we have five paid sponsors (board members) with commitments from the rest of the Board. Jerry has requested that sponsors submit payments along with group name so we can post it for registration on the website.

**Phone calls-** sponsors have to compile a list of VIP guests they want to invite to their group and share said list with us. Jerry and Ronnie will follow up with our current sponsors about their desired VIP guests. Also, Jerry has a master list of donors and has asked a few people already to call and ask for sponsorship. Hope to make phone calls shortly; once the promo video is done, this will make calls easier.

**Video-** Jerry reported that we are making two videos for the event. Based on recent information, Jim Forney has agreed to do the videography. The first is a 2-minute promo video that can go with the sponsorship package. The second video is about 5 minutes that will be played during the Festival. The current thinking is that this video will be Bill Pinkney’s keynote talk. This may change as the team starts working on the next video. We also received a 50-second video from Bill Pinkney that might be used as part of the above videos or standalone for posting on social media. There were questions about the quality of the video that Bill originally sent, that were resolved after the meeting. We were able to get a high resolution version from Bill.

**Progress Bar-** We are at $28K towards our goal of $100K.

**Other**- Lorraine, Mary Ann and Kath are working on ads, with the goal of sending out an ad every week or so. We have sent out two so far. During paddle raise at the CMM, we hope to have fun banter between auctioneer and some volunteers at the museum (Glenn to be dressed as Abe Lincoln and Bill as a voyager) to keep the auction lively. We will probably need someone at the museum with a computer who will monitor the paddle bids and feed the information to the auctioneer. Jerry reported that we have a donation that will match up to $10,000 during the paddle raise. Getting more such matching bids would be great.

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

**Newsletter-** Mary Ann reported that the newsletter is still in draft mode. The team is hoping to add more information for the festival and is awaiting commitments from Tom Kastle, Bill Derrah, and Glenn Braun on different aspects of the program.

**Collections Report (Dylan):**

**Exhibit Proposals-**

* Dylan recommended we accept the Canal diorama and model tools artifact: Trigg moved to accept the gift, subject to the usual requirements of an appropriate deed of gift. The motion was seconded by the committee and approved.
* Dylan presented a proposal of the Charlotte Anne propeller and two anchors. The proposal from owner was for a five-year loan. After much discussion, the Dylan agreed to go back to the owner and ask them to consider a deed of gift instead with no restrictions. This is in keeping with our collections policy.
* Dylan recommended we accept a gift of Pen drawings of boats: Trigg moved to accept these drawings into our collection, with the appropriate deed of gift. The motion was duly seconded and approved with Don voting against. Don argued that he does not think that these drawings are relevant to our museum’s collection since we have no plans to create a relevant display, even though these drawings were done by a Chicago artist.

**Mural-** no updates. This committee has approved the obtaining and display of the mural but the Board of Directors has yet to approve it. It was noted that for any damage made to the mural, the CMM would be responsible for. The mural proposal did include a covering that provides reasonable protection. Also, since the last approval, the building has agreed that the mural could be placed just outside the museum entrance. Since the possibility of damage was not considered by the committee in its last motion, nor was a location suggested, Dirk made a new motion to accept the mural and have it displayed just outside the museum door (far wall). The motion was seconded and passed.

**Membership (Ronnie):**

**New Membership Policy-** Ronnie reported that we have implemented the new policy that all memberships and donations made over 35 dollars will result in a one year membership that expires a year from the donation date. In addition, a new registration button has been developed, tested, and posted on the website which allows members to opt into automatic annual payments.

**Third Friday’s (Jim):**

**On hold during lockdown, Virtual events? -** no updates. Jerry asked if Ted could re-start the education program for docents virtually? Jim agreed to ask Ted.

**Old Business:**

None

**New Business:**

A number of people have written us, volunteering to help for the festival. Jerry would like to host a volunteer zoom meeting, as a meet-and-greet with those who have expressed interest in volunteering. If you have some names of potential volunteers, please send them to Jerry. Jim has a connection at the Chicago History Museum, Marne Bariso, Volunteer and Intern Manager, who we should consult regarding our plans and goals for our volunteer program. Her email is Bariso@chicagohistory.org

Meeting adjourned at 1:20pm

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