

Operations Committee Meeting April 2023

1200 West 35th St, River Level



Date and Time

April 3rd, 2023

Start: 11:30 AM

End: 1:00 PM

Attendance

Jerry Thomas, Kath Thomas, Dylan Hoffmann, Jim Jarecki, Trigg Waller, William Derrah, Nancy Michael, Mary Ann O'Rourke Bill Derrah and Ariana Rubin

Agenda

1. Approval of March 6, 2023, Minutes
2. Operations Chair Report—Goals for the new year
 1. Report on Meetings
 1. CMMFestival committee 3/13/23; next meeting 4/10/23
 2. Grant writing committee 3/20/23; next meeting 4/11/23
 3. Volunteer committee—next meeting 4/10/23
 2. Exhibit Planning
 1. Progress with James Forni and Valerie on a teaser Video
 3. Donor Board List update sent to Valerie.
 4. Updates to Insurance per our contract with Bridgeport
3. Collections: Dylan
 1. Acquisition proposal
4. Event Planning--Kath
 1. Upcoming events
5. Communication Committee Report—Mary Ann
 1. March Newsletter
6. 3rd Fridays—Jim
 1. Upcoming 3rd Friday
7. Membership--Ariana
8. CMM Store--Ariana and Kath
 1. Proposals for store, including new postcards.
 2. PayPal system updated
9. Old business
10. New Business
 1. Introduction on how to be a CMM fill-in volunteer

Approval of March 6th, 2023, Minutes

Mary Ann moved to approve the March 6th minutes as distributed. The motion was duly seconded by Kath Thomas and approved. *March minutes are ready for posting.*

Operations Chair Report

Report on Meetings

CMMFestival- next meeting April 10th

Jerry gave the Operations Committee an overview of what the CMMFestival 2023 will look like which includes engaging both virtual and in-person audiences and presenting an upscale event. This year's theme is "All Hands on Deck" which will focus on different vessels on the lake. Jerry also said the Festival Committee agreed to increase interactive activity at the fundraiser which could include auctions and table games.

Grant Writing- next meeting April 17th

Jerry reported that Nancy Michael wrote a letter that we can personalize and send out to donors. Jim informed the committee about the maritime heritage grant funded by the navy every few years which. He believes the grant was approved, and can be used for educational lessons, exhibits and programs. The grant would allow \$25,000 for CMM exhibits but may require a budget rework. The grant requires a 1 to 1 match which could be completed with volunteer hours and future exhibit spending. Jerry reported that our Grant Writing Committee applied for the Dr. Scholl Foundation grant of \$25,000 for curatorial design for the proposed Bill Pinkney exhibit. This could also be used for 1 to 1 matching. Jim said he knows someone who can take care of the financial reports and CMM will have to complete some paperwork when the time comes. The grant is budgeted for K-12 programs. Jim suggested we hire a specialist or intern and use in-house volunteers.

Jerry said that he, Sarah Metzger and the rest of the grant committee are waiting for the NOAA grant to open which can be used for the Bubbly Creek or Lady Elgin exhibits.

Volunteer Committee

Ariana shared the Volunteer Program Timeline. Jerry proposed a due date of the end of the second quarter. Kath moved to approve the basics, mission, timeline, and new due date. The motion was duly seconded and passed with none opposed.

Exhibit Planning

Progress with James Forni and Valerie on a Teaser Video

Jerry reported that Jim Forney is working on a teaser trailer with Rolex. More information to come.

Donor Board List Sent to Valerie

Jerry reported that Valerie will send back the final sheet to be proofed, and Ariana and Jerry will process the bill.

Updates to Insurance per our contract with Bridgeport

The Bridgeport Art Center has asked us to look at our insurance since we may be under insured. Dave Metzger and Jerry have researched this and are ready to present new insurance coverage that answers the questions that were raised.

Collections Report (Dylan)

Acquisition Proposal

Dylan moved to accept the pitcher from the SS Manitou. Mary Ann seconded this and the motion passed with none opposed.

Dylan moved to accept the Model of Lakota Trimaran by Ken Gardiner and framed photos for the South Gallery. Kath seconded and the motion passed with none opposed.

Event Planning (Kath)

Kath reported that the Marine Electronics seminar might not be held due to zero sign ups. Kath said her current focus is to push the upcoming “All Hands on Deck” event. She hopes to get 100 sign ups. We currently stand at 12 sign ups.

Ariana reported that the “Drawn by the Current” books arrived for Jocelyn Green’s September event.

Communications Committee Report – (Mary Ann)

Newsletter

Mary Ann reported that Ariana sent out the newsletter on April 1st.

Social Media

Kath suggested doing a raffle on social media for an upcoming event. Ariana suggested creating more social media content by working with CMM’s Museum Assistant Denise Gonzalez. Kath also suggested picking a month out of the year for Volunteer Appreciation month which could include an annual volunteer event such as a dinner.

Brochure

Mary Ann will provide a proposal for the new CMM brochure which would be displayed at the front desk, free for visitors.

Third Friday (Jim)

Jim reported that he will not be available for this month’s Third Friday, and we will not have a speaker. He suggested someone from CMM to host a Third Friday lecture such as Trigg Waller, Nancy Michael, or Grant Crowley. CMM still plans to keep its doors open for Third Friday Open House.

Membership (Ariana)

Ariana reported that we had 15 membership sign ups (including renewals) for the month of March and 106 museum visits not including events.

CMM Store (Ariana and Kath)

Ariana gave an item list update to the committee and new direction for the store’s inventory which includes focusing on CMM merchandise and exhibit related items.

Jerry reported that he, Ariana, and David Metzger are still working on setting up One Drive. More information to come.

Old Business

Kath reported that John Morris would like to volunteer during the day.

New Business

Mary Ann reported that she is volunteering with Friends of the Chicago Lighthouse, which gives CMM a connection with that group.

Jerry reported that the goal for the Education Committee is to create a timeline with the date for a winter intern hire.

Ariana went through front desk and museum operation training with Kath and Mary Ann.

Ariana moved to adjourn the meeting. Kath seconded. The motion passed.

Meeting adjourned at: 1:00 PM

Submitted by:
Ariana Rubin