**August 4, 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, September 1 at 12:00pm.

**Agenda:**

Approval of July Minutes

1. Operations Chair Report
	1. Recovery Update: dry wall reconstruction in progress
	2. Still need input from committee: kitchen, bathroom, doors, panels, paint,…
	3. Exhibit redesign steps: Valerie Van Heest
	4. Donor Calls to be launched along with CMMFestival: Identify Group Sponsors, next Ad
	5. Finances: ok for another month
2. CMMFestival Report—Lorraine and Jerry
3. Communication Committee Report—Mary Ann
	1. Newsletter
4. Collections: Dylan
	1. Exhibit Proposal
	2. Collection Addition proposals
	3. Mural Status
5. Membership--Ronnie
	1. Updates-
6. 3rd Fridays
	1. Still On hold during lockdown; what about virtual events?
7. Old Business
8. New Business

 **Approval of July Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update-** Jerry reported that the dry wall replacement is in process. The completion date is expected to be in the next week or two. After the dry wall is installed either the painting will begin or the sliding panels will be replaced. Once the sliding panels are in and painted, it is expected that volunteers and staff will be allowed back into the museum space. That still leaves additional restoration work. After that, we will be in phase three: we will purchase and install all COVID PPE supplies in preparation for reopening to the public. The goal is to reopen by October.

**Input from Committee-** Jerry requested input from the committee, since we need to redo the kitchen, bathroom, panels… Kath had some suggestions. Lorraine requested more time to brainstorm ideas with Kath before bringing to the committee for discussion. If anyone has ideas, please email Jerry. Some ideas were:

* Lower and bigger cabinets.
* Need to make kitchen more separate like a partition door so it is not mistaken for public space.

**Exhibit Redesign Steps-** Jerry reminded the committee that we wanted to engage an exhibit designer to deal with the southern gallery space. Once accepted by the committee and the board, we could then move forward with design proposals, and assume that as long as everyone’s ideas are listened to, we could expect total support for the plans. After consulting with several people, Jerry proposed Valarie Van Heest. Trigg, and Jim know her personally and professionally. The three men and vouch for her expertise. She is not only very passionate and knowledgeable about maritime history, but she is a more than capable designer who can put together a great story line, design, and text for the exhibits we wish to create. She can help with and adjudicate the selection of the exhibits for the southern gallery space. She has experience raising funds for her exhibits too, which is a plus.

Trigg and Jerry have talked with her: Trigg sent her our museum floor plan and Jerry has discussed the monetary compensation constraints that payment would not be upfront.

A motion was made by Kathleen to propose the hiring of Valarie Van Heest to the Board of Directors and, if approved, begin with the planning stages. Motion was seconded and passed. Dirk requested images of her past work Trigg provided Dirk with this information.

**Donor Calls-** on hold but will recommence when we start looking for sponsors for the CMMFestival.

**Finances-** Jerry reported that we have received a large donation and are in reasonable shape for the next couple of months.

**Museum opening**: Before reopening, we must make sure we have enough Covid supplies. Ronnie and Dylan put together a list of the minimum CDC required materials we will need to purchase in order to properly reopen (gloves and sanitation wipes for glass and acrylic must be added). Suggestions for additional items needed are welcome.

**CMM Festival Report:**

Jerry and Lorraine reported that the completed sponsorship package has been distributed to some potential sponsors. The committee is currently working on the website registration button for sign up. Additionally, the committee is working with an outside source (recommended by Anil) to help us create two video’s for the Festival. One will be a short 1 to 1.5 minute promo video that will work in conjunction with not only hyping up the event but gaining sponsors and a longer, 3-5 minute video that we will show to our guests during the event. Lorraine and MaryAnn are working on ads to send out weekly. The consensuses of operations committee is that the festival committee is on the right track in their planning stages and should precede in the direction they are headed.

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

**Newsletter-** Mary Ann reported that the newsletter isready for design but on hold until the CMMFestival registration button is complete.

**Collections Report (Dylan):**

**Exhibit Proposal-** sent out documents prior to meeting.

**Collection Addition Proposal-** Dylan reported that the E. S. Burman company is interested in donating some 100-year-old tools to the CMM. Dylan provided a written that was included with the agenda to accept the tools into our collection. Trigg moved to accept Dylan’s proposal and obtain the donation from the Burman Company. The motion was seconded and passed.

Dylan provided a written proposal to obtain a canal lock model. Mary Ann moved to obtain the lock model for a price not to exceed $100. The motion was seconded and passed.

**Mural-** Dylan reported that obtaining and displaying the mural is on hold due to the water damage in the building. Since last discussed, there were no updates.

# Membership (Ronnie):

**Updates-** no updates.

**Third Friday’s (Jim):**

**On hold during lockdown-** Jim talked with Ted about a virtual Third Friday program on his new book but Ted does not feel like he is ready with a strong presentation yet. He did offer, however, to do a program on Native American history in Chicago. Jim will continue working with Ted on planning the virtual Third Friday program with this as the topic.

**Old Business:**

None.

**New Business:**

There is a documentary that features a South Side, Chicago, all African- American crew (article will be in our newsletter). Mary Ann suggested we connect with the team and invite them to join our festival and our organization.

Stan recommended putting our museum on goldstar.com and gofundme for “paint the Chicago light” (Chicago harbor light house). Unfortunately, the city owns the light house it has been reported that they do not care to put the funding into restoring it. However, if we can get funds for the restoration work, Stan suggested that they might be more into the idea.

Meeting adjourned at 1:08pm

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, ready to obtain and begin display, 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