

Operations Committee Meeting December 2023

1200 West 35th St, River Level



Date and Time

December 4th, 2023

Start: 12:00pm

End: 1:47pm

Attendance

Jerry Thomas, Kath Thomas, Jim Jarecki, Bill Derrah, Mary Ann O'Rourke, Sari Breslin, Trigg Waller, Madeline Crispell, and Ariana Rubin

Agenda for December 4, 2023, Operations Board Meeting

1. Approval of November 6, 2023, Minutes
2. Operations Chair Report—Goals for the new year
 1. Report on CMMFestival—currently with pledges, \$101K
 2. Timeline for Lady Elgin and Bill Pinkney exhibits
 1. Curatorial Design underway for Pinkney exhibit.
 2. Goal for both Pinkney and Lady Elgin now April 2024
3. Collections—Curator
 1. Exhibition popup proposal
 2. Acquisition proposal Latham
 3. May collection additions
4. Communication Committee Report—Mary Ann
 1. December Newsletter
 2. CMM Website—Ariana
 3. Curator's corner—Madeline
 4. Report on Giving Tuesday—Ariana
5. 3rd Fridays—Jim
 1. Upcoming 3rd Friday
6. Event Planning--Kath
 1. Recent and Upcoming events
 2. Holiday Party Concert
7. Education—Sari
8. Membership--Ariana
9. Volunteer update—Ariana and Trigg
10. CMM Store--Ariana and Kath
11. Old business
12. New Business

Approval of November 2023, Minutes

Kath moved to approve the November minutes as distributed. The motion was duly seconded by Madeline and approved. *November minutes are ready for posting.* After the meeting, it was noticed that the next scheduled meeting is January 1, 2024. Since that is New Years, if there are no objections, the next meeting will be January 8, 2024 at the normal time, noon.

Operations Chair Report (Jerry)

CMMFestival 2023

Madeline reported the museum expects to receive a donation of \$3,500 from Ann May. Jerry reported that this donation will put us over \$100,000 for the CMMFestival 2023. Jerry said we are waiting for two pledges to be received.

Progress on Pinkney and Lady Elgin Exhibits

Madeline reported that the Pinkney curatorial design will be completed by the end of December. This exhibit and the Lady Elgin exhibit are scheduled to be installed by the end of April and are within the given budget.

Madeline reported that the Lady Elgin exhibit is being retooled so the exhibit can open without the artifacts. Bill Derrah inquired if we can use photos and/or drawings of the artifacts as a temporary solution. Madeline informed the committee that we possibly can use the photographs from Valerie's book.

Madeline suggested for upcoming marketing, we focus on the "past and present" of the two new exhibits.

Collections Report (Madeline)

Madeline presented the proposed temporary exhibition schedule. She suggested using the movable walls. The temporary exhibit will be completed by January and will deinstall around March or April, depending on installation for the new upcoming permanent exhibits. Madeline moved to go ahead with the temporary exhibit. Kath seconded. None opposed.

Madeline distributed a proposal for a temporary canoe exhibit, including the voyageur canoe, by hanging various canoes in the library. Madeline informed the Operations Committee that the Grant Writing Committee is pursuing a grant from NEH to hire a conservator, which will allow CMM to apply for other grants for storage. She recommended hanging some of the canoes in the CMM storage space in the meantime. Trigg clarified that the proposal is to use the rack that is currently outside and put it in the collections storage area, along with the remaining canoes, which can hang from the ceiling. Madeline moved to approve the proposal. Kath seconded. None opposed.

Jerry mentioned that he is looking to replace the current video and projector system with Jim Forni's consulting help. This will also remove the video equipment from the South Storage. Sari moved to approve pursuing a new video equipment system. Kath seconded. None opposed.

Madeline presented an updated acquisition proposal for the Ann May collection including three additional objects. Madeline moved to acquire all three new objects. Trigg seconded. None opposed.

Madeline shared another acquisition proposal from Mark Fleming, a city mechanic, who is donating a wooden pattern gear from the North Avenue bridge with free delivery to the museum. Madeline moved to acquire this object, which tells the story of Chicago bridges. Kath

seconded. None opposed. Trigg asked where we could store the gear. Madeline suggested displaying it somewhere in the Bridgeport Art Center.

The last acquisition proposal is for the Latham collection, from Dick and Mary Ann Latham, which includes models, prints, and books. Madeline said that Dick and Mary Ann are looking for an institution where historians and the public have access to the artifacts. Madeline moved to accept the entire collection. Kath seconded. None opposed.

Communications Committee Report – (Mary Ann)

November Newsletter

Mary Ann reported that the newsletter will be distributed by Tuesday. The newsletter focused on the museum's accomplishments from this past year.

Ariana and Mary Ann presented the website proposal. Ariana moved to switch from Flipcause to Squarespace as CMM's website host by June 1st. Sari seconded. Jerry asked if we have considered the consequences of using a variety of overlapping applications: Squarespace for the CMM website, Microsoft Access as a membership database, QuickBooks for bookkeeping, and Constant Contact for emails. Bill inquired about switching during March instead of June. Kath moved to switch from Flipcause to Squarespace with the amendment to start web design earlier if appropriate. Ariana seconded. None opposed.

Ariana reported that CMM received \$200 in donations from this year's Giving Tuesday Campaign.

Third Friday (Jim)

Jim reported that the speaker lined up for January's Third Friday dropped out due to a resale inquiry. Kath said we should offer a separate book signing event.

Event Planning (Kath)

Upcoming Events

Kath announced that Friends of the Chicago River will use CMM as the venue for their award ceremony. Kath is looking for docents as well as a front desk representative. The event begins at 5:30pm.

Kath said that a front desk volunteer is needed for the Holiday Concert. Ariana said museum assistant Dante is available to help.

Education (Sari)

Sari reported she is updating the list of nearby schools. She also said she is drafting a letter to distribute by the end of the year to those neighboring schools.

Jerry reminded the Operations Committee that CMM is searching for an education intern, preferably from Loyola, for next year. Ted Karamanski is interested in leading this program.

Membership (Ariana)

Ariana presented the CMM Membership proposal focusing on membership levels, benefits, and engagement. Bill Derrah suggested switching the "free docent or curator led tour" at the \$50 level to just a docent led tour. Ariana moved to accept the proposal as is with the amendment to change the benefit at the \$50 level to a docent led tour in addition to replacing the space rental

benefit at the \$1000+ level with a guaranteed spot on the donor board. Sari seconded. None opposed. Ariana suggested sending an eblast with the updated levels and benefits to the entire CMM email list on January 2nd when the changes go into effect.

Volunteer Update (Ariana and Trigg)

Ariana announced the next volunteer meeting will be January 9th to focus on Volunteer Appreciation Month. Trigg reported he is working with Ted Karamanski to secure a date for the Volunteer Appreciation Event.

Trigg announced there are new, upcoming projects such as moving the yardarm.

New Business

None.

Meeting adjourned at: 1:47pm

Submitted by:
Ariana Rubin