

Operations Board Meeting December 6, 2022

1200 West 35th St, River Level



Date and Time

December 6th, 2022

Start: 12:00 PM

End: 1:22pm

Attendance

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

PROPOSED AGENDA FOR TUESDAY December 6, 2022

1. Approval of December 1, 2022, Minutes (attached)
2. Operations Chair Report
3. Collections: Dylan
 - a. Acquisitions
4. Event Planning--Kath
 - a. Upcoming events
5. Communication Committee Report—Mary Ann
 - a. December Newsletter
6. 3rd Fridays—Jim
 - a. Upcoming 3rd Friday for December— need virtual Zoom link
 - b. November 3rd Friday Debrief
7. Membership--Ariana
8. CMM Store--Ariana and Kath
9. Old Business
10. New Business

Approval of November 1st, 2022, Minutes

Trigg moved to approve the November 1st minutes as distributed. The motion was duly seconded and approved. November *minutes are ready for posting*.

Operations Chair Report

Jerry reported that we received a grant from the Sargent Family Foundation.

Collections Report (Dylan)

Dylan reported that the Acquisition Proposal is for a collection of maps from Dick Lanyon. Dylan moved to accept these maps into the collection. Mary Ann seconded. The motion passed unanimously.

Grant Crowley offered a donation from Lionel Corporation, and Dylan does not recommend acquiring it. Kath suggested donating for resale while Mary Ann suggested using it as a live auction item. Trigg said the item needs to be restored first. Nancy moved to accept the donation with limitations. Jerry said that we should not accept anything with restrictions. Jim suggested this item can be decorative, used in an exhibit, traded or sold, and/or researched. Nancy moved to accept the donation but not for the permanent collection. Kath seconded motion. The motion passed.

Dylan updated the committee on Collin's and Daniella's internships. Both offered to work for free in addition to no school credit. Trigg brought up the amount of volunteers and suggested a recognition or rewards program. Mary Ann reported that she wrote a highlight piece on volunteers in the past and can do something similar again. Trigg said he will brainstorm ideas for discussion.

Event planning- Kath

Kath reported that we have a finalized events contract; (attached). Ariana created an events calendar and shared with everyone. Kath said that our next upcoming event is SailChicago's meeting on January 21st. Mary Ann asked to help promote the museum as a venue space. Kath and Mary Ann will work together focusing on the term "partner" to help with outreach. Jerry shared his screen to show the committee the contract. Bill asked about the contract's approval and Jerry confirmed David Metzger approved in addition to the Board. Kath reported that Power Squadron made a request for CMM to host their meetings. She will look into costs but said it is still a developing situation.

The committee discussed having staff members on-site. Kath proposed we have our own docents, but train some young adults that we could hire for events. Jerry pitched having sponsored events to solve financial and damage concerns. Mary Ann said we can consider these outreach opportunities so we are not competing with the art center as a venue. Jerry suggested collaborating with the BAC for events such as the building providing refreshments and the museum providing tours.

Communications Committee Report – (Mary Ann)

Ariana sent out the December newsletter. Mary Ann noticed the newsletter and E-blasts going to the promotions folder. Kath and Dylan also confirmed this issue. Ariana brought up formatting issues with certain email platforms. Gmail algorithm might be the issue. Mary Ann asked about switching platforms. Jerry suggested he and Ariana research other platforms. Mary Ann suggested trying Mail Chimp. Bill suggested sending out bits and pieces of newsletter to everyone to encourage them to sign up for memberships. Mary Ann suggested sending one every few months.

3rd Friday- Jim

Jim said he will send December's Third Friday information after the meeting. We have Friends of the Chicago Lighthouse coming in February. Fred requested a quick-connect with Jerry and Jim, completely virtual. Ariana said that BAC will send out an E-blast about our event. Dylan said the art center has open tables for their event so we can promote the museum, and we should have staff or volunteers for virtual third friday. Kath moved that we have doors open for Third Fridays, whether or not there's a lecture. Third Friday requires multiple people for marketing and the museum. Kath suggested a minimum of three people. Mary Ann said we can project the zoom stream on screen in the museum while serving refreshments. Jerry said Jim

can explore these issues. Jim suggested bringing in the “normal” Third Friday crew and to keep our lectures hybrid. Nancy seconded motion of keeping our doors open for Third Fridays, whether or not the event is virtual. Nancy volunteered to come in for December’s Third Friday.

Jim and Ariana gave a debrief of last month’s Third Friday. Jim said in the future, we need more people in the museum to interact more with guests.

Education

Trigg has not heard from the representative from the Field Museum.

Membership- Ariana

Ariana gave an update on Membership status. She is continuing to organize memberships through Flipcause and Constant Contact.

CMM Store

Sari dropped off new Holiday Greeting Cards and Membership Gifting. The committee discussed what the public wants to pay for memberships.

Kath offered a pre-order system through our website and newsletter.

Meeting adjourned at 1:22PM

Submitted by:
Ariana Rubin