**February 2, 2021**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Jim Jarecki, Kath Thomas, Lorraine Freeman, Stan Mehaffey, Don Glasell, Bill Derrah, Trigg Waller, Mary Ann O’Rourke, Dylan Hoffman, Dirk Lohan

Next meeting: Tuesday, March 2 at 12:00pm.

**Agenda:**

1. Approval of January 5, 2021 Minutes
2. Operations Chair Report
   1. Recovery Update--ongoing

                                                                  i.      Injection progress

                                                                ii.      Report from Anil’s contact

                                                              iii.      Mike’s contract

                                                              iv.      Patio area repaving update

* 1. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress –

                                                                  i.      Looking for a Memorandum of Understanding

                                                                ii.      Karen Harris has agreed to participate with this project

* 1. Finances:

                                                                  i.      We have again challenges to keep us going this year

                                                                ii.      Merchant Service accounts on hold until we reopen

* 1. Funding Plan thoughts

                                                                  i.      Bring in new board members who are willing to support CMM

                                                                ii.      Start planning for an October Gala

                                                              iii.      Consider a midyear Zoom Event

                                                              iv.      Complete the PPP Forgiveness

                                                                v.      Apply for an additional PPP Loan if available with new law

                                                              vi.      Start the renewal process for Foundation grants: Driehaus, Sargent Family, …

                                                             vii.      Set revenue goals per month for 2021 and compare against budget. Identify target donors and create plans for who will make the ask.

* 1. Opening Date Thoughts, Considerations, and Requirements—June Target
  2. Volunteers: how to grow our volunteer base—(Ronnie). Start of hours spreadsheet. No progress since last meeting

1. Communication Committee Report—Mary Ann
   1. Virtual tour Report
   2. 3rd Friday Ads
   3. Newsletter
2. Collections: Dylan
   1. Collection Policy
   2. New acquires
3. Membership--Ronnie
   1. Plans to grow our membership base
4. 3rd Fridays—Jim
   1. Zoom Meeting Schedules
5. Old Business
6. New Business

**Approval of January Meeting Minutes:**

Kath moved to approve the January minutes as distributed. The motion was duly seconded and passed. *January minutes are ready for posting.*

**Operations Chair Report:**

**Recovery Update-** The North wall water accumulation update: The BAC’s current approach is to turn off the water to the pipes running along that area, and in addition, drill a hole every two inches along the current crack(s) and along the space where the floor meets the wall. Then, inject epoxy into these holes with the idea of sealing off access to water on the other side of the wall. After doing this, the plan is to assess for moisture. Subsequent to the meeting, this was done and so far no moisture has accumulated in the area. If this plan does not work the BAC will investigate the drainpipe in the north parking lot. Their final resolution (and most expensive) may be to investigate under the loading dock.

Jerry reported that the contractor suggested we consider installing professional grade dehumidifiers for our collection space. The humidifiers could be useful but on seasonal basis, whenever the humidity is over 50%, the point at which mold begins to grow (according to the building contractor). Currently, the humidity in the space is around 20-30%. Such dehumidifiers cost around $2,000 or under. At this point, there is no consensus about this option. Anil has a contact that could give us a seconded opinion for a price. Though reasonable, Jerry reported that currently, we are not considering this option.

Paul Levy and Dirk Lohan have discussed the new gravel platform that is under construction by the BAC. Dirk reported that there will be a compact gravel walkway that leads from the parking lot to the riverbank. The compact gravel is said to be able to support tables and chairs, so that if we were to host an event outside, the new walkway would accommodate this. The committee raised concerns about whether this would in fact work as well as suggested. In addition, the new platform will now be level with our doorstep. Thus, the snow that is currently stacked up on the lower walkway, will now be above the level of our doorway. Although the compact gravel is said to be porous, during heavy rains it might still pool up. These concerns suggest that the walkway would be a source of water into the museum, without the museum and BAC taking additional steps to prevent this.

The OPC has some concerns about the new platform that we need to address to the BAC and the landscapers they hired. Dirk agreed to set up a meeting with Paul, the BAC Management, and other experts to discuss these concerns and report the findings back to us. Here is a list of some of the concerns:

1. Will it be easy to clean geese poop and control weed growth on the new platform?
2. Are there other walkways in Chicago along the river that mirror these blueprints so we know how the platforms have held up over time?
3. What will happen when the river rises? Will any of this gravel wash away or form cracks in the cement platform that they covered, leaving it to the possibility of erosion? And with the new platform level with our door frame what is our risk that rain water or even the river itself could seep water into our space? (we should look into ways to reinforce the doors to prevent water seepage from infrequent but possible small floods)
4. Will a railing be placed along the edge of the bank to keep patrons from accidently falling on the rocks below?
5. Additionally, there is going to be a new Kayak business opening on the river a little way down from us. This could be a great partnership opportunity for us to further market our brand.

**Completion of Sewage Damage Reconstruction-** Jerry reported that we are waiting on the quote from Mike Stelzner for the completion of the reconstruction project on the South Gallery. Once we get the quote, get the quote reviewed and approved, we hope to complete the reconstruction by the end of the month. We will then begin to look at purchasing new furniture and appliances (Dylan has already composed a list of items needed. Kath has done initial pricing on appliances needed.)

**Exhibit Redesign**- Last month, a team of OPC members met with Valerie Van Heest and her team at the CMM to further discuss her vision of redesigning the south gallery space. She presented her proposal with her estimated cost. Jerry has given Valerie’s proposal to the Board of Directors and asked if they would approve the costs of this first phase. Jerry has also begun seeking funds for this phase. Once the Board of Directors gives the approval another meeting will take place with the OPC, the directors, and Valerie’s crew to layout the possible exhibit designs, with the idea of reaching consensus. For example, some potential redesigns are to move the Ralph Freese exhibit to the conference room and redoing the layout of the lobby area. Our goal is for Valerie’s team to start phase 1 planning for the redesign of the south gallery by the end of the month.

**Finances-** There is no significant changes to report this month. We have our expenses covered for the month and as always we will continue to fundraise. We are at the start of our year, so just as we struggled last year, we anticipate we will need to work hard to raise operations funding for this year.

**Funding Plan-** We need to start planning this year’s gala and festival. Jerry agreed to send out suggestions this month.

**Reopening-** Our reopening goal is June.

**Volunteers-** Please keep your hours logged using Excel spread Ronnie sent out last month.

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

**Newsletter-** The newsletter is ready for design.

**Virtual Tour-** Mary Ann sent the OPC a few example online museums that everyone should have reviewed before this meeting. Some are more simplistic in their approach by making YouTube videos while others are more complex and sophisticated in design.

Maryann also looked more in depth in the eyes of a “tourist” using Vamonde and Clio (virtual tour apps) that we currently have content on. However, she felt overwhelmed while navigating on the app. She noted that we do not have anyone consistently running our page and changing the contents on the app. Currently, we do not know how many people go to our page or use the app.

Ted Karamanski has offered to help us with this project for free! He would put a small team together (him, his son, and one other grad student). We will probably go a more simplistic approach with a feasible cost such as creating videos and adding them to our website/ YouTube.

Dylan agreed to send the OPC Ted’s proposal for review. Kath moved for Dylan to contact Ted and ask him to continue with this project. The motion was duly seconded and passed.

**Third Friday Ads-** The Third Friday Ad is ready to go out as an eblast. The event is posted on the website under the “events” tab. We intend to advertise the event on our social media platforms.

**Collections Report (Dylan):**

**Collections policy-** The policy was sent out to everyone for review. This was the final product approved by our MAPs assessors. Kath moved to accept the Collections Policy as is with no further changes. The motion was duly seconded and approved.

**New Acquires and other updates**- Dylan reported that we have a new intern from UIC coming three days a week. She will be spending most of her time accessioning items into Past Perfect.

**Membership (Ronnie):**

**Plans to grow-** Ronnie agreed to send out a renewing membership eblast to the February Renewing group. Additionally, a membership request will be added to the Newsletter every month. Ronnie agreed to add that in the February Newsletter.

Ronnie reported that during our virtual Third Friday event, we will push for memberships, both new and renewing.

Jerry reported a conversation with Dave Metzger to remind us of a Board action taken a few years ago on memberships, as we continuously ask for new/ renewing memberships. Because of the current By-Laws, any donation of $35 or more entitles a person to a membership for that year. Any donation over $1K in the current calendar year will not receive a renewal request from us because these may be donations from organizations/ companies. Any donation over $10K in the current calendar year will not receive a renew request and will be treated as “Life members” (their membership never expires).

**Third Friday’s (Jim):**

**Zoom Schedule-** the February Third Friday Zoom Registration has been set up and ready to go the night of the event.

**Old Business:**

None.

**New Business:**

Jerry agreed to work with Ronnie and Sarah to update our donor board contributors.

Don suggested making a replica of the sewage tunnel and cribs that Ellis Chesbrough designed to combat the sewage waste problem in the Chicago River/ Lake Michigan and display it in the lobby area.

Meeting adjourned at 1:15pm

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