**February 4, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:10pm

Attendance: Ked Fairbank, Dylan Hoffmann, Glenn Braun, Jerry Thomas, Lorraine Freeman, Don Glasell, Veronica Caminiti, Jim Jarecki, Patrick McBriarty

Next meeting: Tuesday, March 3 at 12:00pm.

**Agenda:**

1. Approval of January Minutes
2. Operations Chair Report
	1. News from the Board and the Executive Committee: new officers
	2. Soliciting Board Members to commit to a table, invite potential donors to their table and commit to take sponsor packets out to 5 prospects
	3. Budget for Gala approved
	4. CMM 2020 Budget Approved by Board
	5. Process for new exhibit approvals, includes now Board approval for any new exhibit. We need to flesh out details (see below)
3. Gala Committee Report—Lorraine
	1. Sponsor Package out
	2. Save the Date Card Mailing in progress
	3. Phone follow-ups on Save the Date Cards?
	4. Auction Items and Paddle raise
	5. Honoree: no progress
	6. Current Progress
4. 3rd Fridays
	1. Upcoming Speakers
5. Communication Committee Report—Mary Ann
	1. Web Site
	2. Newsletter
	3. Messaging: making sure we don’t post or send out information that is not on message
6. Executive Director Report—Ked
	1. Docent Training
	2. Collections and Archive Report
	3. Membership Coordinator Report
	4. Store Report
	5. Model Shop Report
7. Exhibit Proposals
	1. Pinkney Exhibit—Don Glasell
	2. Anchor Exhibit (external display)—Trigg Waller
8. Old Business
	1. Membership ideas
	2. Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport
	3. Other ongoing items
9. New Business

**Approval of January Meeting Minutes:**

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

**Operations Chair Report:**

**News from the Board and the Executive Committee: new officers-** Dirk has retired as chairman of the Executive Board. He will be focusing on our long-term objectives. He remains on the Board and the Executive Committee. Doug Walker is the new chairman, Dave Metzger is the secretary and Jerry Thomas is the treasurer.

**Soliciting Board Members to commit to a table-** Each board member has agreed to buy one table for the gala. As of this meeting, seven are fully” committed.

Each Board member has been asked to identify five potential Gala sponsors, either through their personal connections or based on our current Gala mailing list. As collateral for their pitch, each has been given copies of the sponsor packet.

**Budget for Gala approved-** The Board has approved thebudget, whose goal is to raise $67K.

**CMM 2020 Budget Approved by Board-** The Board also approved the 2020 operations budget. Other projects, such as the Gala and exhibits are not in the budget: they would need to come to the Board for separate approval.

**A suggested process for new exhibit approvals-** The operations committee will recommend exhibits (along process guidelines) to the Executive Committee for approval and further recommendation to the Board of Directors.

The following new Exhibit Proposal/ Presentation Steps are suggested:

* We need agreement on a one sentence idea (e.g. a Pinkney exhibit). Yes it is worth pursuing. (This step should have a lot of input).
* Half page proposal laying out the concept (concept plan) to see if the Operations Committee and the Executive Committee are still in agreement.
* If both above are met, then a fleshed out proposal into a story board (like a design charette). This may take a small amount of funds, but nominal. This might be done in house, by volunteers or by outside contractors.
* If approved, then do the detailed cost estimate, schedule, and proposed location.
* Once approved and funding is in hand that covers cost and approval by board, a go ahead given for the project.

It was the consensus of the operations committee that we follow this process. An ongoing list of exhibit ideas can be found below. This list is to be discussed by the various committees and by the Board. Those projects that the Board agrees should proceed will also ensure that funding is in place before the start of the project.

**Gala Committee Report (Lorraine):**

**Sponsor Package out-** The gala sponsorship package will be made into an email form. Ked and Jim will get physical packets to all the operations committee members (5 for each member) to pitch to their five invitees/ companies.

**Save the Date Card Mailing in progress-** The cards are ready but the mailing list has not been finalized. Ronnie will have it ready by the end of the week.

**Phone follow-ups on Save the Date Cards-** After the invitations are sent, we will need some volunteers to make phone call follow ups, especially for the VIP list. The Board of Directors are expected to make phone follow ups with their table guests. Ked and Ronnie will work together to form a restrictive VIP list with a script for our volunteers who are going to make the phone calls. It is important to have volunteers who are not only personable and persuasive but are a good representation of the museum’s image.

**Auction Items and Paddle raise-** Ked is going to approach the White Sox and ask them to either sponsor the gala or provide auction items.

**Honoree-** The gala committee does not feel confident in further pursuing an honoree for the event this year. There is much more work that would have to be done in planning this particular section and we currently have not made any progress since the last meeting . An honoree may be considered for the next gala.

**Current Progress-** Gala planning is at 50% completion. The committee does not want the operation committee or the Board of Directors to feel discouraged if we do not meet our goals, either financially or attended guests. This is our first ever attempt at a gala. At the gala committee meeting previous to this one, décor, center pieces, banners, directions, tours, and gift bags were discussed. We are still consulting about beer, wine, and food vendors.

Ads for program- Don Glasell’s Captain’s Emporium, Patrick McBriarty’s CMAC.

# Third Friday’s (Jim):

**Upcoming Speakers**- Lynn Funkhowser, Salt- Underwater Photography, for February’s Third Friday.

We are booked up through May plus a special event on March 6th with the Adler Planetarium. Jim is waiting on both groups to send information about their talks so we can advertise them ASAP.

Jim reported that the Alliance of the Great Lakes (?) is also hosting a gala and had approached Jim about the possibility of exchanging advertisements between organizations. We would feature an ad in our program about their gala and they would feature an ad of our museum at theirs.

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

**Web Site-**Posted Volunteer Form to the website

**Newsletter-** the newsletter is ready for distribution. In future prints we must add an environmental column.

**Messaging: making sure we don’t post or send out information that is not on message-** we need editorial control over the website. Kath and Mary Ann should oversee the changes but in a way that does not hinder the process of posting. They need to be notified when changes are made to the website so they can go in and review the changes. CMM staff will see if there is a way to turn on editing notifications to send to our designated editor. If not, each time a change is made to the website, the editor will be notified by the person who made the change, for them to check\*

\*this process should be applied to all written documents (eblasts) sent out. We need to make sure we go over the articles several times with new pairs of eyes to make the changes before they are sent out.

**Executive Director Report (Ked):**

**Docent Training-** The consensus of the Operations Committee is that we must establish a training committee to come up with a plan for the docent training process. Our first and only meeting was in October. Ked will follow up with Ted Karamanski to get the plan moving. Docents could be our greeters at the gala event to talk about Chicago history and great lakes.

**Collections and Archive Report-** Dylan stated that collections need funding in the coming year to cover costs such as labels, boxes, cleaning, and upkeep. We are purchasing a filing cabinet, paid for by Doug, and possibly obtaining one more, donated by Lorraine. Dylan agreed to come up with a plan as to what is needed. This can be proposed to the Board as additional funds needed for this coming year for operations.

Ked, Dylan, and an art consultant went to look at the mural (discussed in last month’s meeting) in the Rookery. The art consultant thought it would fit the collection well. He reported several notes: there is no need for restoration at the moment, the value of the piece is about 15K, the piece can be rolled and transported to our place and reassembled, and the piece currently has no significant damage. Transportation costs and display space at the museum are financial concerns and the consultant already agreed to help with the cost of transportation. The art is about 21 feet long. The next step is to create a proposal that can be presented to the Board, following the newly created exhibit proposal guide (see steps below).

Additionally, Dylan who has been calling museums along the corridor, went to the museum in Lockport. He is meeting an archivist in LaSalle this week.

**Membership Coordinator Report-** Ronnie provided the operations committee with performance charts for January. Our current membership count for 2020 is at 147: 15 memberships purchased this month, 5 new and 10 renewed. We have been actively sending out donation and membership renewal reminders to our mailing list.

**Store Report-** Thetop three items sold this month were books, postcards, and pins. We recently obtained a new check out system from Bank of America which is replacing the Ipad/ Paypal system. Both systems have a similar transaction system so it should not be very hard to learn.

**Model Shop Report-** Glenn has two students for these quarters’ classes, one in ship- in- the- bottle and one in woodworking. Glen would like to revise the current sign up cutoff date and class size. And distinguish different prices for classes on the website.

Glenn will write up a proposal about a working schooner model as an interactive exhibit.

# Exhibit Proposals:

**Pinkney Exhibit (Don)-** Don presented a draft exhibit proposal for the Pinkney exhibit (following the first two steps of the newly created exhibit proposal criteria). Don, working with Bob Weiglen, determined the exhibit’s story line, why it is important (personal connections to Chicago, children), how it might be displayed, and the estimated cost of construction.

The exhibit would be displayed in bay 9 (area with canoes). It would contain clips of footage from “The Incredible Voyage” movie about Bill and an interactive sailing/ navigation exhibit.

The proposal was reviewed by the committee and discussed: The discussion included possible changes to the bay 9 area, such as pivoting the knot tying, cross bar, and either removing or relocating the canoes. The entire south hall was reimagined by the committee to convey the story of people in Chicago who “followed their dreams” (“follow your dreams” might be the overall theme of the south hall exhibits). The Bill, Skip, and Ralph exhibits might go well with this theme. If the canoes were removed, it would not change the Pinkney layout proposed. The south hall would then have a heavy focus on children, teaching them why it is important to “follow your dreams”. It was thought that the Bill Pinkney proposal might be modified to include either pictures or video footage of kids who were directly influenced by Bill (i.e. Video snips of Bill teaching kid’s physics including an interactive exhibit where guests can follow along).

Lorraine moved to take the proposal in its present state (second stage) to take to the Board and see if the idea should be taken further. Motion was duly seconded and passed.

Patrick moved to revise the layout of exhibits in the bay 9 area to reflect the Ralph, Bill, and Skip with the theme of “follow your dreams”, with the underlying tones with education and children. The motion was duly seconded and passed.

In addition to the proposal, we could obtain a digital copy of the Bill Pinkney videos (possibly the one Disney produced featuring Bill Cosby as Bill Pinkney, or the one that Don had access to) to sell in the gift store.

**Anchor Exhibit (Trigg)-** not reported on at the meeting.

**Old Business:**

**Membership ideas-** not reported on at the meeting.

**Move Anchor from Crowley’s and display it at Bridgeport-** not reported on at the meeting.

**Possible project of obtaining and moving a tug from Crowley’s and displaying it at Bridgeport-** not reported on at the meeting.

**New Business:**

Fundraising- the Board of Directors and CMM staff are in need of some professional training in this field. To be discussed at a later time.

Meeting adjourned at 2:16pm

Submitted by:

Veronica Caminiti

New Exhibit Ideas Up For Discussion:

1. **Anchor exhibit**- new, discussed by committee and approved, proposal to be created by Trigg
2. **Bill Pinkney exhibit**- new, discussed by committee and approved, proposal drafted (in stage 2) by Don and moved to present to the Board
3. **Tug boat exhibit**-new, discussed by committee, approved? , proposal to be created by Trigg
4. **Schooner mural exhibit**-new, discussed and approved by committee, proposal to be created by Dylan
5. **World War 2 exhibit**- not finished
6. **Eastland Exhibit**- not finished?
7. **Mr. Canoe exhibit**- not finished
8. **Skip Novak exhibit**- 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

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:**

Ked Fairbank (Executive Director)

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