**January 5, 2021**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

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

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

**Agenda:**

1. Approval of December 1, 2020 Minutes
2. Operations Chair Report
	1. CMMFestival:
		1. current gross Revenue $105.6K. Total expenses (including initial Gala expenses) $11.6K.
	2. Recovery Update
		1. Mold issue and water seepage: ongoing discussions with Building. Not resolved
		2. Based on input from this committee, Mike will get back to us Wednesday on a revised estimate to complete the southside of museum
		3. This includes doors, partition of collection area, new countertop (metal), replace dishwasher, new sink, replace refrigerator, new locking cabinet, partition of Break-Prep room and bathroom from slop sink area.
		4. Patio area repaving update
	3. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress –
		1. Valerie and her team are willing to visit the museum again in the next couple of weeks as a prelude to coming up with their thoughts.
		2. Karen Harris has agreed to participate with this project
	4. Finances:
		1. again ok for another month. We continue to have a modest reserve going into 2021.
		2. Ronnie and Glenn have completed the yearend inventory; it has been put into QuickBooks
		3. Thoughts about doing online store.
		4. Merchant Service accounts on hold until we reopen
	5. Funding Plan thoughts
		1. Bring in new board members who are willing to support CMM
		2. Start planning for an October Gala
		3. Consider a midyear Zoom Event
		4. Complete the PPP Forgiveness
		5. Apply for an additional PPP Loan if available with new law
		6. Start the renewal process for Foundation grants: Driehaus, Sargent, …
		7. Set revenue goals per month for 2021 and compare against budget. Identify target donors and create plans for who will make the ask.
	6. Opening Date Thoughts, Considerations, and Requirements
	7. Volunteers: how to grow our volunteer base—(Ronnie). Start of hours spreadsheet. No progress since last meeting
3. Communication Committee Report—Mary Ann
	1. Newsletter
	2. Process for materials that go out under CMM name (Ads, membership, etc.)
4. Collections: Dylan
5. Membership--Ronnie
	1. Plans to grow our membership base
6. 3rd Fridays—Jim
	1. What about 3rd Friday Zoom lectures, pre-recorded videos on museum that relate to the talk
7. Old Business
8. New Business

**Approval of December Meeting Minutes:**

 Mary Ann moved to approve the December minutes as distributed. The motion was duly seconded and passed. December minutes are ready for posting.

**Operations Chair Report:**

**CMMFestival-** $105.6K was raised from the CMMFestival. All sponsorship donations have been collected. Most of the pledged money has been received as well (there is still $750 outstanding from those who have not yet fulfilled their pledge.)

**Recovery Update-** The management of the BAC insists, at least initially, on dealing with the mold issue of the north wall from the inside out, rather than tackling it at from the outside. We are not yet sure of their approach. We have heard that one approach is to drill a hole in each crack and fill it with epoxy. We have also heard that they may drill holes in the wall, use tubes to squirt a sealer that will attach to the wall on the other side. Subsequent to the meeting, Dirk suggested we get clarity on this by having a meeting with Malik, Stelzner, the contractor, Doug, Dirk, Dylan and Jerry to fully understand the approach.

Some members of the Operations Committee strongly believe that the source of the problem is from the drain located in the north lot that is leaking water right under the loading dock and seeping into our walls. It was a consensus that we should be persistent with the BAC management to push harder on doing a more thorough examination of the leak. It would be best that we have this issue resolved ASAP while we are still in the phases of rebuilding our space rather than wait until after we reopen.

**Exhibit Redesign-** Significant headway has been made in the rebuilding process of the museum. The plans for the reconstruction of the break room/prep area will be reviewed by Mike. He will provide an estimate cost of expenses (depending on the price, we may have to reassess our plan to fit within our budget). The OPC has reviewed and agreed upon the reconstruction plan with the only change to consider is within the bathroom. It is proposed that we should have a shelf and/ or coat hook in the bathroom so a person has a space to put down their personal affects. Dylan will propose this change to Mike when they meet to discuss the plans tomorrow.

The south gallery will be redesigned by Valerie Van Heest. The OPC agrees that she should come back to the museum now that the north gallery is finished, to reassess her plans for design. She has been told to only redo the south gallery, the front entrance space, and possibly very small changes in the north gallery where the Mackinaw exhibit starts. Her plan will be reviewed by the OPC and the Board. Once agreed upon, we will require funding for the redesign and possibly do a PR piece on the process. Valerie will be asked to start once the floors have been cleaned and the plastic tarps removed: about mid-January.

A volunteer member of the JPYC, Carolyn Harris, may be a good person to consult while we are forming the Bill Pinkney exhibit, because she and her organization have close ties with Bill Pinkney.

In the process of reinforcing the river bank, the BAC ended up covering our back porch with paved gravel. This news comes as a surprise to some members of the OPC. We valued our back porch for events. Paul did communicate to Dirk that the BAC was going to do this to our area. Dirk was under the impression that our concrete deck would be rebuilt and extend the length of the building. There remains some confusion. Dirk will provide up-to-date drawings to make sure that we are all on the same page. *Pictures of the riverbank and architecture design plan will be included as a separate attachment to these meeting minutes.*

**Finances-** We are current on expenses for the month. We are pleased to report that we had $100k reserved by end of 2020. Additionally, we have a complete inventory audit entered into QuickBooks and distributed to our auditors. We will be subjected to another audit for 2021.

We have canceled our merchant services with Clover for the time being. We have been charged monthly fees that are not appropriate since we are currently not booking sales. We can reopen the account again when appropriate, as well as renegotiate both fees and vendors.

The topic about opening an online store using FlipCause was raised during the meeting. This is part of a larger question of getting our members and the public engaged during the current down time. A related thought is that we create a virtual tour of the museum/ featured exhibits.

Creating a virtual tour of the museum/ featured exhibits might be a huge task to take on. The staff is not able to take on this task currently because of our other priorities. However, volunteers can certainly start the conversation. It was agreed by the OPC that the idea is a good one. We have many stories in our museum and our exhibits only scratch the surface of these stories. Mary Ann agreed to take on the task of thinking about a virtual museum, in consultation with the Collections Committee. One focus might be to focus on stories that we touch on where a deeper dive might be exciting. She agreed to provide a brief strategic plan of the content we might display and how we should display it. She agreed to consider several of the thoughts that were suggested, such as asking Ted Karamanski and James Forni to collaborate on a video/ voice over that we could display on the website. She agreed to report back with her plan at the February meeting.

Our financial fundraising efforts in 2020 were substantially helped by the CMMFestival, two grants, and the PPP loan from the government that we expect will be forgiven. For 2021, we must start thinking of our fundraising efforts for 2021. If anyone has ideas please report them directly to Jerry. Some initial thoughts were given above in the agenda.

**Museum opening-** Our estimated reopening date is now pushed back to June. Mary Ann suggested that we have lots of PR coverage as we come closer to the reopening date.

**Volunteers-** There is no update at this time.

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

**Newsletter-** Mary Ann reported that the newsletter is out for design with the lead story about the restoration process of the museum written by Dylan. Ronnie will draft the newsletter design and distribute it to Mary Ann, who will get comments as needed from the Communications Committee.

**Collections Report (Dylan):**

Dylan has come up with a new collections plan that must be reviewed thoroughly and approved by the OPC. *The plan will be distributed with these meeting minutes so we may discuss the plan at the next meeting in February.*

An information plaque is still needed for the mural display in the hallway. Valerie Van Heest would like to incorporate the mural, conceptually, in some way as she plans the south gallery and front lobby space. Mary Ann would also like to do another PR piece on the mural featuring Don Glasell and his family’s involvement in the WPA. The mural was painted by WPA artists and Don’s parents were actually WPA painters, so a story about the mural plus a personal connection to the history of the art work would be an interesting read.

**Membership (Ronnie):**

We had 306 members at end of 2020. We are now in rolling membership. For January we have 13 people who need to renew this year. Ronnie will create a short, revised version of past renewal letters which will be sent to those who must renew each month. Ronnie will send the revised version to Mary Ann for approval before sending out to the January group.

We do not have a concrete plan right now as to how to increase our “new members” count. Unfortunately, we gain most of our new memberships through events and with people who physically come through the museum. With the museum closed, our membership count heavily relies on donations from renewing members. If we were to start virtual events, we have a stronger chance in promoting our membership to a wider audience. If anyone has ideas please contact Ronnie or Jerry directly.

**Third Friday’s (Jim):**

Jim agreed to focus on setting up any upcoming Third Friday lectures via Zoom. We can either use Jerry’s account, limiting our guests list to 100 people, or open up our own business account for the museum. Jim will consult with prospective speakers, set up a lecture timeline, topic of discussion and synopsis overview of the lecture. We will use this opportunity to promote our membership, our store (if the lecture has a book to sell), and donations from our guests (because they will be free lectures via Zoom).

Bill Derrah recommended that we set up a business account for the museum on Amazon to help promote book sales for appropriate lectures. Bill and Jim are familiar with this platform and will get more details for us and how we go about using it. They will report back their finding at the next meeting in February.

**Old Business:**

*Ronnie will redistribute the docent script that Don had provided for the OPC to review and discuss at the next meeting.*

**New Business:**

The Viking Cruise Ship will be coming to the Great Lakes in 2022. The CMM should get involved in some way. Ideas should be discussed.

Meeting adjourned at 1:08 pm

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