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| **Operations Committee Meeting****July 2022**1200 West 35th St, River Level | Chicago Maritime Museum |

**Date and Time**

**July 5th, 2022**

Start: 12:00 PM

End: 1:27 PM

**Attendance**

Jerry Thomas, Daisy Morey, Kath Thomas, Dylan Hoffmann, Jim Jarecki, Trigg Waller

**Agenda**

1. Approval of June 7th, 2022, minutes
2. Operations Chair Report
	1. Progress of HVAC Work – Mostly complete
		1. Electrical in 3 areas
		2. Some heating and humidification things to be installed
		3. Fresh air unit on back order
	2. June events
	3. Donor Board updating in progress
	4. Schematic Design update: priorities
		1. Endowment wall
		2. Pinkney exhibit
		3. Conference room/Frese exhibit
		4. River problems and solutions exhibit
		5. Lady Elgin/Underwater Archeology Exhibit
		6. Mac Race/Women’s Team exhibit
		7. Temporary exhibit – Starts with current Skip Novak exhibit
	5. Exhibit funding
	6. Chicago Maritime Festival 2022
	7. Open House Chicago: October 15/16
	8. Upcoming audit for CMM
	9. Looking for a bookkeeper
3. Collections: Dylan
	1. Deaccession item
4. Communication Committee Report – Mary Ann
	1. Newsletter
5. 3rd Fridays – Jim
	1. Upcoming speakers will be discussed
6. Membership
7. CMM Store
8. **Old Business**
9. **New Business**

**Approval of June 7th, 2022, Minutes**

Trigg Waller moved to approve the June 7th minutes as distributed. The motion was duly seconded and approved. *June minutes are ready for posting.*

**Operations Chair Report**

Jerry proposed moving the next month’s meeting from Tuesday, August 2nd to Monday, August 1st, the group agreed. *The next operations committee meeting will be on Monday, August 1st.*

**Progress of HVAC Work – Mostly Complete**

**Electrical in 3 Areas –** Jerry reported the electrical work that still needs to be done in the director’s office, the store, and the conference room. Trigg has ordered the required tracks and fixtures and is in the process of ordering the lamps. Jerry reported that he had a proposal from Mike regarding installation costs but that he still needed to talk to him about finalizing a contract. Jerry hoped to get this done in the next week or two, but the timeline isn’t finalized as we’re waiting on the parts to come in, and then the schedules of the electricians. Trigg offered to start the installation for the fixtures if only the tracks arrive. The electricians will install the tracks.

Jerry talked to Malik about emergency lighting, which need replacement. Malik said that the building would pay half the cost of new emergency lights. That will be included in the work that will be done by the electricians.

**Heating and Humidity Controls:** There remains work to be done on this at some point, but it is not a current priority during the summer.

 **Fresh air unit on backorder** due to supply chain issues. Jerry said that Mike investigated other viable options but did not find a viable option.

**Things to add to the action item list**

Jim suggested looking to a door closer for the front door and caulking along the brick and drywall because there is a 1/8-inch gap that allows significant airflow between us and the neighboring tenant, to contain the air conditioning to our unit. Trigg and Jerry noticed several other issues with the door in addition to a lack of door stopper: no crash bars for emergencies. These items have been added to the action item list.

Jerry suggested that the caulking in the kitchen might be done by volunteers, but not the gap along the exhibit areas where it would be visible to guests. This requires a more professional appearance. This might be added to the tasks when we fabricate new and upcoming exhibits.

Trigg asked if the second air conditioning unit has been fixed and if it has been comfortable on the very hot days – Jerry, Daisy, and Dylan agreed that the second has been fixed and that it has been very nice in the museum, even on days with heat advisories.

**June Events**

Jerry noted two events in June: two book signings, Capt. Bill Pinkney the author of a new children’s book, and Charles Axel Poekel Jr., the author of the book on the Vencedor. Both were very successful. Charles was pleased with the turnout.

Capt. Bill Pinkney’s book signing was part of a larger strategy. Mary Ann was able to schedule several interviews for Capt. Bill Pinkney on different news services and secured him as “Hero of the Game” at the Dodgers Sox game. As part of the project for bringing Capt. Bill to Chicago, Jim Forni shot footage of Capt. Bill receiving Hero of the Game, footage of the book signing, and interviews with people that were associated Capt. Bill’s round the world trip. The video footage is meant for our collection and may serve as input for a Capt. Bill exhibit. The information will be shared with Valerie as she continues the schematic design work.

**Donor board updating in progress**

Jerry reported that he is working with Daisy on updating the donor board. There is now an updated list of donors that will go on the board, and Daisy is working on a new layout of the board (perhaps with $1000 level donors being moved to a tv screen instead of brass plaques). The plan will also consider the request from Capt. Dave Truitt that the fonts of the names be larger.

Jim suggested an alternative to moving the smaller donations would be having smaller plaques.

Trigg suggested we look at what other museums do – different donor boards showing different levels. Trigg likes how our current donor board but wonders if we need to use brass plaques or if graphics would be sufficient.

**Schematic Design Update: Priorities**

Jerry reported his recent conversation with Valerie on schematic design. The content of the exhibits was detailed in the CMM white paper and provided to Valerie. This is the agreed order of priorities for the work.

1. **Endowment wall**: Jerry hoped to have a concrete schematic design by August.
2. **Pinkney exhibit** is the second priority. Our goal is to get an exhibit this year. Jerry hoped to have a schematic design done by August.
3. **Conference room/Frese exhibit –** This work involves some rework of the schematic design already completed. **Conference room/Frese exhibit –** This work involves some rework of the schematic design already completed.
4. **River problems and solutions exhibit –** Valerie has done a fair amount of work on the schematic design for this exhibit.
5. **Lady Elgin/Underwater Archeology Exhibit –** The scope of the exhibit depends on whether we get the artifacts from the Zych family. Valerie indicated that without those artifacts an exhibit would be possible. The schematic design should be done by September.
6. **Mac Race/Women’s Team Exhibit –** The scope of this exhibit is still unclear, though the ideas are outlined in the white paper.
7. **Temporary exhibit – Starts with Skip Novak exhibit –** Jerry suggested that a good way to use the artifacts we have on loan from Skip is to make this the first of our temporary exhibits. All the items we have are currently on loan and not donated. In addition, we have spent money on the exhibit ($72K), which of course belongs to the museum. We should make use of the items and our investment.

**Exhibit Funding**

Jerry reminded the Operations Board that we do not currently have any money set aside for exhibits. Our process was to do the schematic design first, which includes floor plans, renderings, focused-text and a rough budget. We received a restricted donation for this activity. The next step is to secure funds for the various exhibits based on the schematic designs. Once funds are secured, exhibit fabrication would begin. Ideally, we would have sufficient funding for the buildout of the full southern gallery.

The current timeline is to have schematic designs complete by mid-September and possibly one or two exhibits funded by the end of the year.

Jim reported that he has been working with the State for over a year and is currently preparing a grant from the National American Heritage Grants, a grant program funded once every 10 years when the Navy scraps vessels. The grant is going to establish a State Submerged Cultural Resource program, and it’s going to have multiple nominations for the national register as well as finishing up some surveys of wreck sites and other submerged cultural sites, as well as funding public outreach including museum exhibits. The grant program is a one-to-one match – so however much we would raise is how much we would receive in a grant. The grant applications are due in September, and winners be announced after early January. Jim suggested CMM be part of the grant application with the idea that some of that money be used towards the shipwreck exhibit.

Jim expects it could be used for the Lady Elgin, anything related to the maritime infrastructure of the state, shipbuilding, etc. He didn’t think it could be used for the Capt. Bill Pinkney exhibit. Jerry reported that Sari and Capt. Bill argued that kids in the city of Chicago who saw his work might be inspired to participate in the maritime industry. Would that provide a sufficient connection?

Jerry had concerns about the grant locking in our goals to the structural aspects that are of interest to Jim. Jerry would like Sari to give her opinion on her priorities related to educational programs. Dylan had concerns about who would run the educational programs, because now he is the person doing that, which is a lot to do on top of his current duties. Jim suggested hiring someone new for the next three years that the grant lasts, which again raises the issue of cost to us, limitations due to the rant, and additional work for current staff.

Jerry asked Jim to send the Operations Board more specifics such as everything the grant would obligate CMM to do (volunteer hours, staff time, tracking, oversight and effort) and any restrictions on how the money is spent. The Operations Board could then vote on this proposal at the August meeting and make a recommendation to the Board of Directors for their approval.

Jim said we need to have the proposal submitted by early September, and wonders if we could submit a partial budget request, a rough estimate. It was the agreed by all at the meeting that a detailed proposal at the August meeting would address the concerns raised.

**Cleaning**

Trigg asked if anyone has come to clean recently, the floors were dirty last time he saw. Dylan said he is looking to schedule a cleaning with the cleaning company again soon, since he scheduled it last for right before the book signings. We have it budgeted for twice a month, which is too frequent except when we have many events.

**Chicago Maritime Festival 2022**

Jerry reported that the next CMMFestival meeting is 2pm, July 20. The save the date has gone out. Sari reported (by email) that our bid to get the rear admiral as co-host did not go through. A new co-host will be considered.

**Open House Chicago: October 15/16**

Jerry reported nothing new on Open House Chicago: we are scheduled to support this.

**Upcoming audit for CMM**

Jerry reported that an in-person audit will be done in August.

**Looking for a bookkeeper**

Jerry reported that we are still looking for a bookkeeper.

**Collections Report (Dylan)**

**Deaccession Item**

Dylan said the deaccession item for discussion will be deferred to August. The main news for collection was that with the help of lots of volunteers (Jim and his group, Kath, and others), the items that were moved for the HVAC project have been returned to their proper places.

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

**Newsletter**

Daisy reported that the newsletter has been sent out.

**Third Friday (Jim)**

**Upcoming speakers will be discussed**:

Jim brought up a proposal for a program with someone who just talked at the Peggy Notebaert Nature Museum. He said this would be separate from the Third Fridays.

Jerry proposed buying a $60-$70 lockbox for the podium that would lock up our equipment and keep it secure. He also expressed not liking the appearance of the electrical wiring that was previously hidden under a second ceiling but is now exposed. Subsequent to the meeting, Trigg agreed to take a look to see what might be done.

Trigg suggested that we invest in a full PA system/new podium set-up instead of just a new lockbox for the podium. Jim suggested that the search for a new podium be incorporated into the schematic design for that area of the museum, so that the appearance of the podium fits in with that design.

**Membership (Daisy)**

Daisy reported that this month there were 3 new memberships, 3 renewing memberships, 0 memberships not renewed or not renewed yet, for a current total of 202 members.

**CMM Store**

Jerry reported that the store has been mostly closed due to construction, except for the Capt. Bill Pinkney books and the Vencedor books. We have sold six of the ten signed Pinkney books, there are four still available for purchase, and two pre-orders that have yet to be picked up.

**Old Business**

No old business to discuss.

**New Business**

Dylan asked the committee for help answering a visitor’s question if there was anywhere nearby, within a short uber distance, to dock a powerboat for a tour group. The committee was unsure.

Trigg moved to adjourn. The motion was duly seconded and passed.

Meeting adjourned at: 1:27 PM

Submitted by:

Daisy Morey