**March 5, 2019**

1200 west 35th St, River Level

Meeting started at 12:03pm

Attendance: Kellogg Fairbank, Jim Jarecki, Glenn Braun, Don Glasell, Dylan Hoffman, Bill Derrah, Trigg Waller, Jerry Thomas, Patrick McBriarty

Next meeting: Tuesday, April 2 at 12:00pm

**Agenda:**

1. Attendance
2. Approval of the Minutes of the February 5, 2019 meeting
3. Communications Committee report (Mary Ann)
	1. Newsletter
	2. 2019 First Quarter Plans
	3. Social Media
4. Special Events Planning (Lorraine)
5. Education Committee (Ked)
6. Membership & Attendance (Ronnie)
7. Third Friday plans (Jim)
	1. March
	2. April
8. Curatorial Report (Don)
	1. Skip Novak exhibit
	2. WWII Exhibit
	3. Eastland Exhibit
	4. Physical Changes
9. 2018 Financial Summary
	1. Audit
10. Old Business
11. New Business - volunteers & interns

**Approval of February Meeting Minutes:**

 Ked has moved to approve the minutes as is. The motion was duly seconded and passed. February minutes are ready to be posted on the web.

## Communications Committee Report:

 **Newsletter-** Lorraine has draft of OTM, ready for design.

**2019 First Quarter Plans-** not discussed at meeting.

**Social Media-** not discussed at meeting.

**Special Events Planning:**

Lorraine and MaryAnn met with Joan Dill of FoTCR to discuss our involvement (the voyagers group) with the Chicago River photo bomb. She is excited for our participation. No date has been scheduled for photo bomb.

Lorraine has compiled a list of events for the museum. She will present them at the next meeting.

Aside from Third Friday, we do not have any scheduled events planned for 2019. We must work more diligently getting these events moving and set deadlines for when the events should happen.

 Trigg believes that a big fundraiser event should be hosted in the fall of 2019 because the next exhibits should be finished by then and it will be the best time to showcase our expansion to the public. Bill motions that we have a kick- off fundraising event to showcase our Skip Novak exhibit in the fall of 2019. The event will be in the evening during the week. “Fundraiser” meaning that we will be asking for larger admission prices to the event (Example- $150 per ticket to raise $10K for museum). The motion is duly seconded and passed.

Planning Committee: Because not all OPB members are here we should inform those who have missed the meeting about this event and ask if they would like to be volunteers in planning the event and/ or if one of them would like to be the chairman of the committee. For right now, Ked has accepted to fill in the role of chairman (unless someone else expresses greater interest) while Don and Dylan have volunteered to be on the planning committee. Ked will also inform Dirk and Skip about this event we would like to put together.

Pitch to getting volunteers excited to participate in planning the event (or ask them what they would like to help with instead of telling them why they should):

* “proud to raise X amount of money for their museum”

We can go after members who used to be on the Operations Board (those who have not participated on the in some time) and ask if they would like to be involved with planning this. For example, Bill Strauss (Trigg will follow up with him) and Stan Meffahey. We also need to seek out outside help from friends who we think would have great contribution to planning the event.

Committee will be responsible for all parts of planning- food, invitations, public announcements, decorations, ticket prices…etc.

…until we have asked people to volunteer on this committee and have a general idea if we have the man power to plan the event then we will decided how to further proceed.

**Education Committee:**

Ked spoke with Renee and she has expressed interest in becoming an education board member if we get the funding for it. Still working on developing our education plan and getting schools involved so that we can raise money to fund our educators and staff. The idea is to test our education plan with local schools in Bridgeport and as we perfect it over time then we can expand our involvement to all other CPS’s.

Still developing our model building classes.

Chicago Park District, Chicago Public Library, and FoTCR- seek ways to incorporate our education ideas.

Chicago Public Library- free family one week passes that can be checked out at the library and be used as free admission to the museum used to generate more traffic here. Dylan will spear head this idea and call local libraries to see what we must do to get involved.

We will have another education meeting to further develop the learning stations.

**Membership and Attendance:**

The museum oversaw 63 visitors this month.

No Third Friday this month.

We are currently at 146 members for the 2019 year. We obtained 2 new members (2 reg) and 4 renewal memberships (3 reg and 1 patron). We are now 50% matched from last years quota of 290 members. I will be sending out another renewal reminder out for the month of March.

## Third Friday Plans:

**March 15-** Dennis McClendon: Cartographer

**April 19-** Jeff Carter: tour guide from the Chicago Portage site

**May 17-** Paul Meinke

MORF Racing Fleet- had meeting here this past Saturday night. About 50 people came to the meeting. Sailor and author, Dave Rairick spoke at the meeting. Good potential Third Friday speaker.

Ronnie tells Jim to keep her in the loop about the information regarding the Third Friday speakers. When he knows the topic information, please “CC” Ronnie on the emails to MaryAnn. Ronnie can create a quick email blast and flyer for the website to get the word out much sooner (before newsletter is completed basically).

# Curatorial Report:

**Skip Novak Exhibit-** not discussed.

**WWII Exhibit-** not discussed.

**Eastland Exhibit-** not discussed.

**Physical Changes-** not discussed

Need help on strategic input (not just physically moving exhibits) on what to do with cases and signage when they get moved to different areas of the museum.

Jerry expresses the concern that the new exhibits will have negative impact on our events seating area (making the seating area significantly smaller) when we have more than 50 people come to an event (which is not uncommon in the past). It has been expressed that Dirk comes to the meetings to hear our concerns. There is a hug trade off if we move the event site to another area with in the building.

# 2018 Financial Summary:

**Aduit-** not discussed

Thank you letters have been sent out to those who gave significant amounts to the museum in 2018. Additional letters will be sent out to those who did not asking them to donate.

A “Boards” reception for those who gave significant donations to the museum will be held sometime this year.

Ked will also send out a list of organizations/ companies that we have been seeking contributions from. Each OPB member is asked to go through the list and determine if they know anyone who works for the company and can give money.

**Old Business:**

Dough Diefenbaker has come to speak with members of the OPB to gain feedback on current and future marketing materials for museum.

**New Business:**

Current “NEEDED VOLUNTEER POSITION” list:

-Volunteer/ Event/ Activities Coordinator

-IT

-Website design and Web Guru

Maker of the CMM video has asked to make another movie of our model shop. Will be coming to talk with Glenn tomorrow. Was intrigued with how to make a “ship in the bottle”.

Google Ads- we have google tag manager and google analytics on our website. We have applied for a free google ads account- waiting to hear back.

 Jerry motions to restart our docent program with Ted Karamanski to spear head the certification process. Docents will start coming in on Saturday’s (no more than two docents at a time). Motion is duly seconded and passed. Ked will first start with Ted, asking to redo the certification program. Next will be to create a list of 10 to 20 docents. Docents must be go through training, become certified, and agree to come in on Saturday’s (make a schedule). Start small (a docent to come once a month). Docents will get a t shirt and or tag.

Trigg encourages Ked to go to AAM (Don went last year to the one in Arizona) next year in San Francisco.

**Volunteers and Interns-** (refer to Special Events Planning section).

Meeting adjourned at 2:00pm

Submitted by:

Veronica Caminiti

CMM Recorder