**March 2, 2021**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Kath Thomas, Don Glasell, Mary Ann O’Rourke, Jim Jarecki, Bill Derrah, Stan Mehaffey, Glenn Braun, Doug Walker, Dylan Hoffmann, Trigg Waller, Ked Fairbank, Karren Harris, Michael Davies, Lorraine Freeman

Next meeting: Tuesday, April 6 at 12:00pm.

**Agenda:**

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

Injection progress

Mike’s progress

Patio area repaving update, ongoing

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

Part 1 of presentation last week: agreed on general plan

Part 2 presentation today, after this meeting: details of the exhibits

* 1. Finances:

Reasonable progress in February: 2nd PPP loan, and some board contributions came in

* 1. Funding Plan thoughts

Today: setup planning meeting for CMMFestival 2021

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

Revenue goals per month for 2021 have been set. 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, ongoing
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. 3rd Friday report from last month
	2. Zoom Meeting Schedules
5. Old Business
6. New Business

**Approval of February Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update-** Jerry reported that the epoxy injections made in the cracks along the north wall have so far held up and no water leakage has occurred. We do not have any further updates with the patio area and Mike Stelzner has begun the construction of our break room and door installation on the south side gallery area. Other than one set of doors that will not be delivered until April, we hope the construction of the south side area goes without incident. Additionally, Trigg has agreed to help us redo the electrical work for the museum.

**Exhibit Redesign**- Jerry reported that Phase 1, part 1 meeting with Valerie Van Heest on the exhibit redesign took place last week. Phase 1, part 2 meeting will take place today at 1pm via zoom. For those who missed the first meeting, it was recorded and if you would like to watch it please contact Mary Ann for the video. Subsequent to the meeting and after the part 2 meeting, the Operations Committee voted by email to recommend to the Board that Valerie and her team take the next step.

**Finances-** not discussed at this meeting. Jerry added after the meeting that we did receive board donations last month as well as a second PPP loan.

**Funding Plan-** Jerry suggested that we should now begin planning for the CMMFestival for this October. We should plan to raise about $150K, so fundraising should start ASAP. Our goal will be to raise 2/3 of the profit before the day of the CMMFestival, something we can improve on from last year. Another area of improvement would be how to handle the break out rooms (if we decide to continue this feature). For those who would like to be on the planning committee this year, please email Jerry. We expect to hold our first planning session in about 2-3 weeks.

**Reopening-** Jerry reported that our goal continues to be that we will reopen in June. Our staff (Ronnie, Glenn, Dylan, and Jerry) have been compiling a list of the items that will be needed prior to reopening.

**Volunteers-** Ronnie reported that she has made a few updates to the spread sheet. As a reminder, please log your volunteer hours. If you have any questions please email Ronnie. *The link to the spread sheet is provided with the distribution of the March OPC Minutes.*

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

**Newsletter-** Mary Ann reported that the March newsletter is still in draft mode. She plans to finish the draft tomorrow and distribute it for edits.

**Virtual Tour-** Not discussed at this meeting.

**Third Friday Ads-** Mary Ann reported that the flyer has been sent to Lorraine for design. Once finished, Lorraine will send the design to Ronnie who will import it into Constant Contact and distribute the e-blast.

**Collections Report (Dylan):**

**Collections policy-** Dylan reported on the collections. As discussed by the OPC, he will forward the collection policy (already approved by the OPC) to Doug Walker for approval by the Board.

**New Acquires and other updates**- Dylan reported that our new intern, Faith, is coming in to the museum 3 days a week, and is helping to reorganize and categorize our artifacts.

Dylan reported that Don has donated several items to the museum. Don indicated that he would sign a deed of gift for these items and noted that the printer should be added to the list that Dylan has. Dylan will coordinate with Don to obtain the signed deed of gift. Dylan, Glenn and Jerry will work on the list of items and decide which items go into inventory, which should be added to the artifacts and decide how to deal with any remaining items.

**Membership (Ronnie):**

**Plans to grow-** Ronnie reported that the March renewal email will be sent out this month. Between the months of January and February, there were 23 lapsed members. Ronnie said she will send out an additional email reminder and call them personally, which may be the most effective approach. Ronnie asked for volunteers to help with this. She has compiled a list of lapsed members names and phone numbers. It would be appreciated if each OPC member can view the list and volunteer to call any that they know. *The list is attached to the email containing the March OPC Minutes.*

**Third Friday’s (Jim):**

**Zoom Schedule-** Jim reported that Neal Voss is the speaker this month and the Third Friday information is ready for promotion via eblast, social media, and the website event’s page.

102 people registered for the virtual Third Friday lecture in February. Of the 102 registries, 62 attended. The Third Friday was recorded and can be viewed on our website under the events tab. It is also available on Youtube.

Don said that for some reason, he was unable to login to the last 3rd Friday zoom meeting. After some discussion, it was not clear why that might have been. As a solution to fix this issue in the future, we will add additional contact information to the Third Friday. (Jerry’s contact may suffice, as he has setup the Zoom link.) Doug Walker and Karen Harris suggested that we should consider looking into alternative platforms to Zoom that may be more compatible to hosting groups over 100 people. Both Doug and Karen will email Jerry their suggested platforms.

Jim requested that if anyone has suggestions for future speakers please contact Jim.

**Old Business:**

Jerry reported that we have requested that the building block all drains that lead to the sewers so no future sewage back up flood will take place. The building is currently conducting a “drain exploration” to find out where each drain empties. Our hope is that they will correct the flow of rain water to the appropriate drain pipes that dump into the river and not the sewers. It is also hoped that the building consider backflow valves that would prevent river water from coming into the drain system, as well as valves that would prevent sewage water from backing into our drain pipes.

**New Business:**

Jerry asked Karen Harris and Michael Davies to introduce themselves. They have been invited to our meetings. Both have agreed to help us out on the operations committee and with planning our exhibits.

After some discussion on what we should do in the case of emergencies, it was clear that an Emergency Policy should be drafted. Dylan agreed to draft such a plan. He noted that it is important that we have an action plan that lays out what we are to do in case of emergency (water damage, *etc.*). It should contain information regarding ongoing preventative measures that must be taken in the museum, an emergency contact list, and an action plan in case of an actual emergency event. Dylan said that he has spoken with the managers of the BAC regarding their emergency policy and learned that the BAC does not appear to have one. Dylan will continue to work with the BAC to encourage them to implement one.

Stan reported that Deane Tank contacted him to inquire the status of our canoe collection and exhibit. Deane recommended that if we did not already have a catalog book contacting pictures and descriptive information about our current canoe collection, we should create one. Dylan reported that a discussion regarding the canoe collection has already begun. We would like to see the canoe collection saved digitally and become part of a video slide show. This might be displayed in the Ralph Freese exhibit area that is in Valerie Van Heest’s exhibit design proposal that will be discussed in further detail during part 2 of the exhibit redesign meeting today at 1pm.

Doug asked the question of whether AC might be considered for our museum space. Dylan said he has discussed the option of getting AC for the museum. Mike Stelzner estimated the cost of one AC unit would be $15-$18K. We have four areas in our museum where an AC unit should be place. We would like to install AC in the museum not just for personal comfort but for the preservation of our artifacts. Research must be done on this issue and discussed how we can proceed with getting the most effective outcome under budget.

## Added Action

Subsequent to the March meeting, Dylan has proposed that we accept the anchor subject to our understanding that a) the donor is willing to give us the item with the standard deed of gift that does not stipulate that it be part of the permanent collection, b) that Jim Jarecki and his crew will pick up the anchor and deliver it to a site designated by the Bridgeport building management, c) that once the construction is finished along the river bank, the building will move the anchor (possibly with CMM help) to its final site near the kayak, and d) the anchor will not be put in the permanent collection, but will be put in our more general educational collection (which allows us to dispose of it later as we see fit without deaccessioning it, and does not impose the same conservation constraints. Consider Dylan’s proposal as a motion. The motion was seconded and passed by email vote on March 18, and will be considered an action of the Committee, which was then forwarded to the Board.

Meeting adjourned at 12:46pm

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