

## Operations Committee Meeting May 2023

1200 West 35<sup>th</sup> St, River Level

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### Date and Time

**May 1<sup>st</sup>, 2023**

Start: 11:30 AM

End: 12:50 PM

### Attendance

Jerry Thomas, Kath Thomas, Dylan Hoffmann, Jim Jarecki, Trigg Waller, William Derrah, Mary Ann O'Rourke, and Ariana Rubin

### Agenda

1. Approval of April 3, 2023, Minutes
2. Operations Chair Report—Goals for the new year
  1. Report on Meetings
    1. CMM Festival committee 5/1/2023.
    2. Grant writing committee meeting 5/15/23.
    3. Volunteer committee meeting 5/8/23.
    4. Education meeting- TBD
  2. Exhibit Planning
    1. Nothing new to report
  3. Donor Board List update expected to be delivered momentarily.
3. Collections: Dylan
  1. Acquisition proposals
4. Event Planning--Kath
  1. Recent and Upcoming events
5. Communication Committee Report—Mary Ann
  1. May Newsletter
6. 3<sup>rd</sup> Fridays—Jim
  1. Upcoming 3<sup>rd</sup> Friday
7. Membership--Ariana
8. CMM Store--Ariana and Kath
9. Old business
10. New Business

### Approval of April 3<sup>rd</sup>, 2023, Minutes

Trigg moved to approve the April 3<sup>rd</sup> minutes as distributed. The motion was duly seconded by Mary Ann and approved. *April minutes are ready for posting.*

### Operations Chair Report

#### Report on Meetings

#### CMM Festival

Jerry reported that the next CMMFesitval meeting is 5/1/23 at 1pm. Mary Ann and Sari created a Save the Date marketing tool along with a Save the Date calendar which will be shared at the next meeting.

### **Grant Writing**

Jerry reported that the next Grant Writing meeting is 5/15/23 at 1pm. He also reported that we do not fit the NOAA grant's requirements. The Grant Committee's next grant application will be for the Driehaus Grant. The committee is also focusing on following up with donors.

### **Volunteer Committee**

Jerry reported that the next Volunteer meeting is 5/8/23 at 2pm. Ariana reminded everyone to submit their Areas of Interest description by the end of the day Friday 5/5/23.

### **Education Committee**

Jerry reported that there is currently no Education Committee meeting scheduled. Trigg said he is reaching out to our contacts at the field museum for their Northwestern contacts who can help us form our internship program. The Education Committee's goal is to hire an intern for the next school year.

Sari reported that she has scheduled two youth field trips on May 10th and one more on May 21st.

### **Exhibit Planning**

Nothing new to report.

### **Donor Board List Updated**

Jerry reported that the donor board has been approved and he is waiting for delivery.

## **Collections Report (Dylan)**

### **Acquisition Proposals**

Dylan presented an acquisition proposal which consists of two paintings from Christine Schwartz. Dylan moved to accept both paintings. Trigg seconded. None opposed.

The second acquisition proposal is for a *Port of Chicago* print for the museum's research collection. Dylan moved to accept. Mary Ann seconded. None opposed.

Dylan shared the acquisition for the 168 artifacts from the Lady Elgin ship. He said that approving these artifacts includes its legal history. Dylan recommended that we approve these 168 items subject to obtaining both a signed deed of gift from the donor and agreement from the museum's secretary David Metzger. Dylan moved to accept these items with these restrictions. Bill seconded. None opposed.

Dylan confirmed that we have the necessary space for the artifacts, most of which are in good condition. We have sufficient funds for storing them. Jim suggested applying for a collections assessment grant which would cover the costs of working with a conservator.

Dylan agreed to send over future acquisition information to Mary Ann for newsletters.

## **Event Planning (Kath)**

### **Recent Events**

Kath reported that 60 people attended the Will Sofrin book signing, including both afternoon and evening programs.

### **Upcoming Events**

Kath reported CMM's next big event is Jocelyn Greene's Eastland Disaster Historical Event and book signing on September 1st. This will be a free event for members. Every attendee must RSVP. CMM's museum store will sell copies of *Drawn by the Current* for this event. The museum store currently has 10 copies.

Sari reported that CMM is hosting an education event for a group of Tiger Scouts on Sunday, May 21st. This will be for their boat safety badge. She also reported that CMM will be hosting two field trips on May 10th for a group of 4th graders working on energy. There will be 27 students in each group and two adults.

Jerry stated that we should have prior arrangements for a front desk volunteer or Museum Assistant for all events. He also said that it should be standard practice to take photos during every CMM event, even if it is just using cell phones. Mary Ann suggested sending out a photo release form for schools ahead of time.

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

### **Newsletter**

Mary Ann reported the newsletter copy is out for review today. She will send the copy to Ariana for design and distribution. May's newsletter focuses on the passing of Stan Mehaffey.

The Operations Board dedicated a moment to remember past Operations Board member Stan Mehaffey.

## **Third Friday (Jim)**

Jim reported that CMM has a Third Friday Speaker for June, but no one for May. He is currently reaching out to speakers. Jerry suggested bringing in someone from Columbia Yacht Club to speak on the Abbey's 40th year. Kath volunteered to help contact someone at Columbia.

## **Membership (Ariana)**

Ariana reported the renewal email for May was sent out at 11am.

Ariana reported that CMM had 11 membership sign ups (including renewals) for the month of April. She also reported 149 museum admission visits including Will Sofrin's event. CMM's monthly admission sales for April comes to \$810.

CMM has 404 YTD visits which is right on target. CMM made \$2100 YTD in admission sales.

## **CMM Store (Ariana and Kath)**

Ariana reported that the Museum Store Committee is almost ready to order new items for the museum store. Ariana will provide a proposed list with prices for the next Operations Board meeting.

Sari reported that she submitted the canoe postcard to a printing company. She is waiting on pricing.

Mary Ann reported the new CMM brochure is in the works. The copy has been sent out to design. Sari reported she is waiting on pricing. Kath agreed to send an example brochure to Sari.

### **New Business**

Jim shared that there is a Northwestern Canoe Launch on campus and CMM should be represented. Bill and Kath expressed interest. Jim will share the necessary information. Jerry said we should look for volunteers to represent CMM at outside events.

Bill moved to adjourn the meeting. Sari seconded. The motion passed.

Meeting adjourned at: 12:50 PM

Submitted by:  
Ariana Rubin