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

**Date and Time**

**May 3rd, 2022**

Start: 12:00 PM

End: 1:21 PM

**Attendance**

Jerry Thomas, Daisy Morey, Mary Ann O’Rourke, Kath Thomas, Sari Breslin, Dylan Hoffmann, Jim Jarecki, Trigg Waller, William Derrah

**Agenda**

1. **Approval of April 5, 2022, Minutes**
2. **Operations Chair Report**
	1. **Progress on HVAC Work**
	2. **Draft of CMM Store Policy for what we sell**
	3. **Captain Bill Pinkney Book Signing Event**
	4. **Lady Elgin update**
	5. **Schematic Design update**
3. **Collections: Dylan**
	1. **Acquisition requests**
4. **Communication Committee Report—Mary Ann**
	1. **Newsletter**
	2. **Festival**
5. **3rd Fridays—Jim**
	1. **upcoming speakers will be discussed**
6. Upcoming events
	1. Pinkney Book signing
	2. Vencedor Book Signing
	3. Other events coming up
7. Membership
8. CMM Store
9. Old Business
10. New Business

**Approval of April 5th, 2022, Minutes**

Thatcher Waller moved to approve the April 5th minutes as distributed. The motion was duly seconded and approved. *April minutes are ready for posting.*

**Operations Chair Report**

**Progress on HVAC Work –** Jerry reported that work has started on the HVAC that was approved at the last meeting. As per the Operation’s board’s request, an engineer did look at the proposal He thought it was underpowered and suggested an upgrade, which was incorporated in the proposal. The company submitted a new bid that upscaled the power to the system and tripled the air intake from the outside, adding $6,000 to the cost. The first phase of construction will be to put in new ceilings, then add the HVAC duct work. The goal is to have the construction done by the end of the month. This will overlap with the planned book signing and the stakeholder meeting. It is hoped that there will be sufficient progress on the construction to clear the auditorium area for these events.

**Draft of CMM Store Policy for what we sell –** Jerry circulated a draft for the store policy proposal, clarifying what items we acquire for the store. Jim raised a concern that the policy stating that “everything” we purchase be aligned to the CMM mission could be too limiting, especially regarding children’s items. The group agreed that there is a reasonably wide range of toys relevant to our mission, for example, stuffed animals native to the region.

Jim moved to approve the store policy. The motion was duly seconded and passed.

**Captain Bill Pinkney Book Signing Event**

Bill is planning to do a videotaping on Monday, May 16 during the day and the following Tuesday at Chicago Yacht Club as part of archiving material for the proposed exhibit. Also, on Monday the 16th from 6:00-7:30, he will do the book signing at the museum. After the meeting, Bill came down with Covid and the event has been postponed to June 8 for all three activities.

Sari shared her promotional bookmark for the event. The group approved the design but requested that we get Sari a higher resolution image of the book cover to use. Sari and Mary Ann have sent out information about the book signing to Columbia Yacht Club and to the Chicago Fire Department Air Sea Rescue.

Event Schedule for the book signing

6:00 - 6:30 - letting people enter the museum,

6:30 – 6:45 – Introductions to Capt. Bill, the book, and maybe a video.

6:45 – Reading the book, followed by Q&A and signing.

7:30 – End of event

Jim offered to donate copies of Capt. Bill’s earlier books for the gift shop if the museum doesn’t already have them. Dylan said he would look to see if we have them or not.

**Lady Elgin Update**

Grant Crowley is trying to connect with the foundation. The goal is for all of the parties to be on the same page about the standard rules around museum donations. Grant hopes to clarify that the museum will accept a donation but not a loan. It is the museum’s intent to make an exhibit but not a commitment.

Jerry explained that, because of the Illinois Supreme Court case, the ownership of the artifacts is complicated. Further, the parties that have possession of the artifacts are not the owners. This makes the issue complicated. There is still hope that all parties will come to an agreement.

**Schematic design update**

Valerie is working on another project and will then take some vacation time. She hopes to start on our project around June 1st. Jerry asked the committee to review the white papers and prepare to give Valerie any necessary information to quickly restart work on the schematic design of the new exhibits.

**Collections Report (Dylan)**

**Acquisition Requests**

Dylan had three artifact acquisition proposals: shipwright’s tools, a set of framed prints, and a collection of books. Trigg moved to accept the artifacts as detailed in the meeting notice. The motion was duly seconded and passed. Jim noted that the framed prints are nice, but not unique, and wondered if they should be accepted into the permanent collection. Dylan agreed and said he intends to not accession them into the permanent collection. He noted that, since there are so many, we can do different things with them. We could take some out of the frames and put them in flat storage bins for use in the research collection and hang others.

Jerry congratulated and thanked Dylan and his team for their hard work on cataloging the artifacts in the museum collections into Past Perfect. The museum first started cataloging in the mid-90s, and then restarted in the early 2000. However, this is the first time the task has been completed for those items stored at the museum. The remaining exhibits are in storage at Crowley’s Yacht Yard. The team is part-way through cataloging these items.

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

**Newsletter**

Mary Ann reported that Daisy has the copy and final art for the May newsletter to go out this week.

**Chicago Maritime Festival 22 (Jerry)**

Mary Ann updated the committee on the festival, which is scheduled for Thursday, October 27, 2022. The theme will be “Discover the Connection,” using the connections of the riverways from the St. Laurence seaway to the Gulf of Mexico as the guiding metaphor for the event, to celebrate community and promote education.

The event proposed will be hybrid, with VIP tickets sold for the in-person event, and the digital event open. Tom Kastle will co-host and lead a musical performance, like last year. Sari updated the committee that she was asking Rear Admiral Michael J. Johnston to be the other co-host, after confirming with Captain Dave that it would be an appropriate request. Johnston is the senior Coast Guard Commander for the Great Lakes and Saint Lawrence Seaway and works on the Christmas Tree Ships project with Captain Dave. Jim suggested we reach out to local Coast Guard members. Sari has communicated with the woman who used to be in charge and suggested asking her if Rear Admiral Johnston declines.

Run of Show for the Chicago Maritime Festival 22:

6:00 – 7:00 – In-person event

7:00 – 7:30 – Fundraiser

7:30 – 8:30 – Music festival

At the last festival meeting, the festival committee decided that it would be best to have a sponsor committee focused on bringing in and coordinating sponsors, with the goal of securing another endowment. Captain Dave has agreed to be the chairman of the sponsor committee.

**Third Friday (Jim)**

**Upcoming speakers will be discussed**: Jim reported that there are no speakers scheduled for May. Ted Karamanski will do an in-person Third Friday in June, on the Chicago Harbor Lighthouse, with the intention that it be a stakeholder meeting for those who care about the preservation of the lighthouse. The Chicago Yacht Club is doing a similar event on Thursday, May 12th. The goal is to show leadership in the community and help organize the efforts, but to not overburden or financially involve the museum. Mary Ann registered to go to the Chicago Yacht Club event and invited others to do the same; she has also promoted the event on Facebook.

**Upcoming Events**

**Pinkney Book Signing**

Now scheduled for June 8.

**Vencedor Book Signing**

The event is scheduled for June 9. Jim offered to donate his copy of the book to the museum. Jerry acknowledged the need for an event planning committee going forward. In the meantime, Kath volunteered to be the point-of-contact for the Vencedor book signing and take care of event arrangements.

**Other events coming up**

Jim said that the museum should have received an invitation last month to attend the Coastal Maritime Cultural Resource Management Planning Meeting at the museum. Jim has been working with people from the state and the Chicago Coastal Management Plan to get a state sponsored cultural resource management program for maritime and submerged sites. The Chicago Coastal Management Plan showed initial interest but switched their efforts to strictly environmental issues. The Underwater Archeological Society has been the only organization over the past 30 years that’s been working on this, and this meeting is an opportunity for CMM to show leadership in the area. Jim asked if there was a representative from our committee who would be able to speak about our interests and plans at the meeting.

The meeting is a two-day program May 24th and 25th, serving breakfast and lunch in the museum. We’ll need tables and a set-up for a hybrid event. Some state agencies will be bringing microphones and cameras to set up at the event.

We don’t have a full timeline for the HVAC construction, but it is expected that enough progress will be made for the auditorium area to be available.

Jim is acting as the event coordinator for the program. He reported that the museum will be given a $800 honorarium to cover expenses for the museum over the course of the event, Jim signed a contract saying we are vendors of the state. There are restrictions on the money, that any money we take from them to buy food must be brought in from a food-safe certified vendor (pre-made from the grocery store, not made at home or in the museum.) Jim suggested getting box lunches from the grocery store.

Every Indian Tribal nation that’s ever been associated with the Illinois coastal area, which is about 32 or 33 nations, have been invited. Multiple universities have been invited, as well as the State Desert Reservation Agency. Jim estimates about 15-20 people will be in person at the museum.

The studies that have gone into this have been paid for by a federal coastal grant program. The Illinois State, the Geographical Survey, the DNR, and the State Historic Tourism Office have been heavily involved.

Mary Ann suggested making sure that the CMM is connected all involved groups on social media.

At the meeting, each group will have the chance to present their own interests, and then there will be breakout groups based on similar interests to discuss what things should be done and what the State should be funding. We are unsure of where people will be able to have breakout groups, depending on where the construction is at by May 24th.

**Membership (Daisy)**

Daisy reported that this month there were 10 new memberships, 9 renewing memberships, 3 memberships not renewed or not renewed yet.

**Old Business**

No old business to discuss.

**New Business**

**Chicago River Day** is on May 14th. Dylan reported that he will be the site leader for the BAC clean-up site, working with the BAC and Water Riders.

**Open House Chicago** Dylan reported that Open House Chicago is going to be changing their process for the Open House event this year. They are doing it by yearly rotating groups of neighborhoods, rather than the whole city at once. Bridgeport is on the neighborhood rotation this year but will not be in the rotation every year. It is still unknown if we will be specifically invited, but they said that if we haven’t received an invitation in early May that means we aren’t invited, so it is looking unlikely that we will be invited. Subsequent to the meeting, Dylan received an invitation, so we will be involved.

Mary Ann suggested that we find other marketing methods to interact with the local community to drive attendance and engagement. The Bridgeport Facebook groups are too political for CMM to be welcomed into the group or to reach our target audience. Other options considered are reaching out to the homeowner’s association, posting fliers and brochures in coffee shops. Sari has been reaching out to schools.

Jim wondered if there was a good way to reach out to the neighborhood, Trigg considered the alderman; Jerry said we looked at the 60 schools within two miles of us.

Mary Ann moved to adjourn. The motion was duly seconded and passed.

Meeting adjourned at: 1:21 PM

Submitted by:

Daisy Morey