

Operations Committee Meeting May 2024

1200 West 35th St, River Level



Date and Time

May 6th, 2024

Start: 12:00pm

End: 12:33pm

Attendance

Jerry Thomas, Kath Thomas, Jim Jarecki, Bill Derrah, Nancy Michael, Mary Ann O'Rourke, Madeline Crispell, and Ariana Rubin

Agenda for May 6, 2024, Operations Board Meeting

1. Approval of April 1, 2024, Minutes
2. Operations Chair Report
 1. Staffing Updates
3. Collections—Curator
 1. Exhibit Installation
 2. Exhibit Opening Report
4. Museum Manager Report
 1. Membership, Store Sales, Museum Visits, Volunteers
5. Event Planning--Kath
 1. Opening Events
6. Communication Committee Report—Mary Ann
 1. April Newsletter
7. 3rd Fridays—Jim
 1. Upcoming 3rd Friday
8. Education—Sari
 1. School events
9. CMM Store--
10. Old business
11. New Business

Approval of April 2024, Minutes

Mary Ann moved to approve the April minutes as distributed. The motion was duly seconded by Madeline and approved. *April minutes are ready for posting.*

Operations Chair Report (Jerry)

Jerry announced that the Museum Manager job description changed from full time to part time, and the museum will hire a Museum Associate to run the front desk during the week with a start date of June 4th.

Collections Report (Madeline)

Madeline reported that the new exhibit installation is 80% complete. Valerie's team will return on Tuesday to complete installation.

Madeline reminded the Operations Committee that there are two opening events in the next 10 days. One of these includes an internal soft opening May 7th, and the other is the grand opening on May 17th for the public. The next grand opening planning meeting will be Wednesday, May 8th at 2:00pm.

Museum Manager Report (Ariana)

Ariana reported that the museum had 152 visits during the month of April. She also reported that there were 15 membership purchases for April, 13 of which were renewals.

The new membership database will be complete by the end of the month.

Event Planning (Kath)

Upcoming Events

Kath reported that there is an event this Friday for the Midwest Water Analyst Association.

Communications Committee Report – (Mary Ann)

May newsletter

Mary Ann reported that the May newsletter was distributed on Thursday, May 2nd.

Madeline announced that she and Sari will host a public access tv show representing CMM with CAN TV. She also reported that Fox TV and ABC7 are coming to the museum May 16th and 17th for coverage on the grand opening.

Third Friday (Jim)

Jim reported that May's Third Friday speaker is Valerie Van Heest for the Grand Opening.

Jim said he distributed three invitations to potential future speakers including Erik Varela (port of Illinois), Peter Hirthe (The Great Lakes St. Lawrence Seaway Development Corporation), and Barry Butler (Chicago photography),

Education (Sari)

Madeline reported that there is a school group of 80 4th grade students coming to the museum on May 28th from Berwyn, Illinois.

Museum Store

Kath agreed to focus on what items are needed in the store while Ariana will process agreed additions to the store.

Meeting adjourned at: 12:33pm

Submitted by:
Ariana Rubin