**November 5, 2019**

1200 west 35th St, River Level

Meeting started at 12:00pm

Attendance: Ked Fairbank, Dylan Hoffman, Glenn Braun, Jerry Thomas, Don Glasell, Lorraine Freeman, Jim Jarecki, Trigg Waller

Next meeting: Tuesday, December 3 at 4:30pm, subject to a follow-on docent training session. Otherwise the meeting will be at noon on December 10, preceded by a gala committee meeting.

**Agenda:**

1. Approval of October Minutes
2. Operations Chair Report—Jerry
3. Executive Director Report—Ked
	* Open House Chicago Reprise
	* Docent Training: Next steps
	* CMM Financial Report for Operations
	* Collections and Archive Report
	* Membership Coordinator Report
	* Store Report
	* Model Shop Report
4. Event Committee Gala Report—Lorraine
	* Report from first 2 meetings
	* Theme
	* Date
	* Site Chosen
	* Other Events under discussion
	* Christmas Party - When and invite to Lee Murdoch to perform
5. Communication Committee Report—Mary Ann
	* Web Site update
	* Newsletter
6. 3rd Friday Report—Jim
7. Old Business
	* How do we increase membership?
8. New Business
	* Planning Process for the South Gallery space
		+ Canoes
		+ Skip Novak space
		+ Education - class visits
			1. Teaching stations, including mast & yardarm

**Approval of October Meeting Minutes:**

Ked moved to approve the October minutes as distributed. The motion was duly seconded and passed. October minutes are ready for posting.

**Operations Chair Report:**

Not Reported.

**Executive Director Report:**

**Open House-** 799 people came during the OHC weekend. The goal during OHC was to increase our membership count. We obtained 34 new members during OHC. For monetary value from the weekend chart handouts were referred to.

**Docent Training-** The first training session was well attended. We had a good number of volunteer docents during OHC. The seconded meeting has yet to be scheduled by Don and Ted. It was suggested that we have the seconded session of training in the evening after the December Operations Board Meeting, Tuesday, December 3. Over time, an official list of docents who have completed ALL the necessary training will be compiled. Ked reported that the docent jackets have not been made.

Feedback from the training sessions:

* Brief recap of information from each session.
* Dive deeper into the facts of the exhibits
	+ A list of 4-5 docent level training lectures should be structured around historical topics that most trainees will find interesting. Possible past Third Friday lectures would be of good resource.
	+ Lecture in front of the exhibits
	+ “Here are stories you could tell”
* More exercises to utilize the historical facts of the exhibits.
	+ “Yes, and”
	+ Compose a list of common questions most visitors ask about on a particular exhibit/ artifact.
	+ “What stories would YOU tell?”
* Ask Ted to make a list of 3-4 docent level training lectures geared to topics that trainees will find interesting. This should be a six month training course.

**Financial Report on Operations-** a chart was handed out and discussed.

**Collections and archival-** Dylan reports that our new archival volunteer, Tao, has been archiving the library books and is almost done with loading the collection into the Past Perfect system. Once the logging is complete he will begin to organize the books. In the meantime, Dylan has been working with an expanded version of Past Perfect to finish organizing the north storage items.

Dylan presented to the OPB numeral data representation as to how many artifacts are in our collection and how many have been catalogued. This is something significant to note and would be great information to include in our annual appeal letter.

 Jerry brought up the Ralph Frese collection. Dylan is aware that we have more Ralph Frese artifacts located in the north storage filling cabinets, some 16mm film reels James Forni gave to us, and voice recordings of Ralph. The Ralph Frese collection will be put on Dylan’s to- do list. It is suggested that Bill should aide in the accession logging of these particular artifacts.

**Membership-** Our membership count is up to 261. We gained 34 new members during OHC. It is now time to write our membership renewal letter.

Annual appeal letter important focus notes:

* Why give?
	+ To support our mission (rather than see new exhibits)
	+ support collections (we now have numeral data representation of artifacts)
	+ funding for the creation of field trips/ educational programs
	+ funding and invitation to events such as Third Friday, OHC, and other events. We have a number of upcoming events that are important to note such as the spring Gala and Lee Murdock concert/ Christmas party.
* We should encourage them to follow our social media
* Inform them of our new website
* Include photographs from this past year’s events.

**Store-** We have restocked the store with new and past items and are waiting on a few more shipments. We will be obtaining the Eastland documentary and hopefully the Mr. Canoe documentary for our store.

**Model Shop-** The first sessions of classes are almost complete. Glenn has also finished the Wilmette model and is waiting on a plaque before putting it on display.

**Event Committee Gala Report:**

**First Two Meetings-** Lorraine reported on the progress from the first two meetings. The individual ticket price for the gala has been discussed and tentatively set at $200. It was reported that the price includes the event from 6-10pm with a full bar (may be able to knock the beverage price down because we are non-profit and may obtain a vendor). The goal number of attendees will be 100-150. There will be a live auction at the end of the evening. Jerry has the name and phone number for an individual who may be able to run the live auction. The fundraising goal has been discussed that includes the monetary value collected by ticket sales, the live auction, and possibly two or three more ideas.

Lorraine has asked Jim to be; the head of the sponsor committee. He will work with Doug and Anil on approaching businesses for fundraising. The parking situation is another topic that will be discussed at the next meeting. Other topics to discuss in more detail at the next meeting are who will be our MC and Key note speaker. It was proposed that Anil could be our MC and Bill Pickney as the Key note speaker.

Some ideas for the live auction items are to use excess (duplicated) models in our collection with cases as big ticket items, models that Glenn has made, and “sponsor/fund an exhibit”.

Jerry compiled a detailed and comprehensive check list for the planning of the Gala. One of the early and visible action items is to send out a “Save the Date” card (should be four months prior to the event). The actual invitation should be sent out 1 to 2 months prior to the event date.

Next meeting was scheduled to be at Columbia Yacht Club at 6:30 November 12 and will be held in the dining room. [Because of weather this did not occur and is tentatively rescheduled to be prior to the next Operations meeting.]

**Theme-** Voyage through History

**Date-** April 30, 2020

**Site-** Columbia Yacht Club

**Other Events-** Ked proposed to haveAnil and Debra Shore do a panel discussion about the waterways. It could be done for a Third Friday or its own event.

**Christmas Party-** Sunday, December 15- Lee Murdock Concert. Time is TBA but possibly held from 2-6pm. An eblast must be created ASAP! Goal is to have one created by November’s Third Friday (Nov 15).

**Communications Committee Report:**

**Website-** many updates have been done.

**Newsletter-** already sent out.

**Third Friday Report:**

Jim will ask Kath if she will be available to do food for Third Friday this month. The eblast for Ted needs to be edited and sent.

There will be NO Third Friday program in December. If we will be open for free during Third Friday is still to be determined.

2020 Third Friday program line up:

* January- “Aquarius project”
* February- “Underwater Ocean Photography”, Lynn Funkhowser
* March- “Art About Science”, Fermi lab
* April- “Water Water Everywhere- early history of Chicago waterways”, Paul Patraitus
* May- “Poets and Patrons”

There was a concern about hosting summer events here at the CMM because we do not have air conditioning and it gets very hot. We could invest in window air conditioning units or alternatively we could host some outdoor events instead such as a cook out on the deck, canoe trips, bus, and boat tours.

**Old Business:**

Addressing membership questions from last meeting:

1. We have had roughly 200 members every year since 2005. Can we envision an organization with 2,000 members? If yes, how do we get there?
	1. At every event we have we should continuously promote our membership. Make it a goal to gain 10-20 new members at each event.
	2. Trigg raised the question of running a new Maritime Festival. His idea is to rebuild the festival (separate from what it used to be and renamed) but in a much bigger way and as part of ticket sales, with features such as those who attend automatically become new members. Grant Crowley has offered to host a maritime festival at his boat yard or we could look into renting out space at North Pier. Jerry brought up that it might be beneficial to approach an outside party who specialize in running festivals to help with planning such an event. Trigg agreed with Jerry and added that we could put out an RFP.
2. How does the museum benefit from having 2,000 members?
	1. Besides just dollars, members spread awareness of our museum and mission.
	2. We have more people who can become volunteers, docents, participate in planning programs, and becoming or helping to seek out potential donors.
	3. We have the ability to create sub groups.
3. What groups of people are we trying to appeal to become new members?
	1. Grant Crowley’s boat yard provides us with other event opportunities and newer demographic out reach. Jim will approach Crowley to gain more information about the logistics of using his place for events.
4. Is our current membership price adequate enough?
	1. Does it make sense to cut our membership price? We should compare our price to other smaller Chicago museums. There was agreement not to cut the price.
5. What are the benefits of joining at a higher price?
	1. There is no difference in the $35 vs $100 membership incentives. So why should anyone pay for a higher membership besides they feel more generous in supporting our museum? This needs further discussion.

**New Business:**

**Trigg reported that he attended the Association of Midwestern Museum Conference in Grand Rapids, Michigan.** He noted many good take- away notes from the conference which we should either be aware of or implement in the operations of our museum:

1. Importance of communication (NOT asking for money)- every board member should send thank you notes to people who have given money rather than sending one generalized note in representation of the museum board members.
2. Do not be afraid to ask for money in your newsletter.
3. Annual appeal letters should be sent out NO Later than October.
4. Asking volunteers for money is actually OK. That doesn’t mean they HAVE to give.
5. Always participate in “Giving Tuesday”.
6. If a member has not been financially active with the organization in the past five years you should remove them from your membership list.
7. OPB and Directors board should thank each other for the work they do as well as acknowledge the work of the staff. “*In order to be a giver, it is important to thank people”*.
8. Outreach and involvement of the surrounding community is important.
9. The Surgical Museum in Chicago has a phone app for self-guided museum tours. We should speak with this association to find out how we can utilize this for our museum.

Trigg recommended that all the OPB board attend this conference in the future (next year’s in October in Milwaukee) as well as attending the AAM conference (American Alliance of Museums) because there are many lectures that they could benefit from. The networking opportunities are great.

Jerry asked Trigg to send Ronnie a breakdown of what these conferences are, what they cost, where they are and why they should go. She will enter this information into the minutes. Having this information on hand early on is better for us so that we may budget to send people.

We should add our “Archival Wish List” to our website with a contact form.

**Planning process to south gallery space:**

* What stays/ needs to be finished and what goes?
* What stories should be told and are we telling the stories correctly?
* Does the flow make sense?

Currently, we have Ralph Frese canoes exhibit (part of plan) and the Skip Novak exhibit (not part of plan) located in the south gallery and both exhibits are not complete.

The Knot tying learning station is the only learning station we have on display in entire museum.

A design committee should be formed.

Meeting adjourned at 2:31pm

Submitted by:

Veronica Caminiti

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 Hoffman
* Veronica Caminiti
* Don Glasell
* Stan Mehaffey

CMM Operations Committee Roster

2019-2020

**Volunteers:**

Bill Derrah

Glenn Braun

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:**

Ked Fairbank (Executive Director)

Dylan Hoffman (archivist)

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