

Operations Board Meeting November 1, 2022

1200 West 35th St, River Level



Date and Time

November 1st, 2022

Start: 12:00 PM

End: 1:06pm

Attendance

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

PROPOSED AGENDA FOR TUESDAY NOVEMBER 1, 2022

1. Approval of October 4, 2022, Minutes (attached)
2. Operations Chair Report
 - a. HVAC Report
 - i. Job complete!!
 - ii. Still need instruction on changing filters from installers
 - iii. Still need service agreement for start of heating and start of cooling seasons
 - b. Donors Exhibit Complete!!
 - c. Schematic Designs complete, which includes
 - i. Donors exhibit wall (exhibit to be complete)
 - ii. Pinkney exhibit
 - iii. Conference room and Frese exhibit
 - iv. River problems and solutions exhibit
 - v. Lady Elgin/underwater archeology exhibit
 - vi. Mac Race/Women's Team exhibit
 - vii. Temporary exhibit—starts with current Skip Novak exhibit.
 - d. Chicago Maritime Festival 22 Debrief and report
 - e. Open House Chicago: October 15/16: Report (Kath and Jim)
3. Collections: Dylan
 - a. Evaluation Plan
 - b. Miscellaneous
4. Event Planning--Ariana
 - a. Upcoming events
5. Communication Committee Report—Mary Ann
 - a. November Newsletter
6. 3rd Fridays—Jim
 - a. Upcoming 3rd Friday for November and December
 - b. Remember we are charging for in person attendees
7. Membership--Ariana

8. CMM Store--Ariana
9. Old Business
10. New Business

Approval of October 4th, 2022, Minutes

Trigg moved to approve the October 4th minutes as distributed. The motion was duly seconded and approved. October *minutes are ready for posting.*

Operations Chair Report

Progress of HVAC Work – Complete

Jerry reported that all component parts were delivered a couple of weeks ago and were completed after being 3-4 months late. Jerry inquired about needing instruction on changing filters and needing a service agreement. Jim reported that he changed the filters Oct 1. Ventilation units have their water panels and are ready to go.

Donors Exhibit and Schematic Design update

Jerry reported that the donors exhibit was completed on time and in advance of the CMMFestival.

Also, the schematic design project was completed in advance of the CMMFestival. Each exhibit was displayed on posters and scattered through the museum during festival. Trigg suggested keeping the designs up. Dylan said he had approval and will order easels and have the posters back up ASAP.

CMM Festival

Mary Ann reported that people are asking if event was recorded. Ariana said that the recording will be on the website by the end of the day.

Jerry reported that we are just shy of \$80,000. Ariana suggested sending out an eblast about our current donation standing, accepting for further donations, and thanking everyone. Mary Ann agreed to send out the Eblast and will work on it. Mary Ann will connect with Sari for design elements.

Jerry suggested hosting a meeting debrief to discuss the CMMFestiva further with all participating staff/volunteer members. Jerry proposed Monday the 14th for zoom meeting. Jerry will run it by Tom Kastle, but we will aim for 1pm.

Open House Chicago: October 15/16

Jim and Kath reported that we received 550 visits over 2-day weekend period. Jim announced that we will probably not be included next year because of the way they make their choices by area but we should be considered again in future.

Collections Report (Dylan)

Dylan gave an update on collections. He is working with two interns, (Daniella just returned a couple of days ago). Now that the HVAC work is complete, he can now get the collections back in order.

Jerry asked about the evaluation plan. Dylan reported that he has completed this process. The evaluation was not sent to the entire committee. Dylan will send evaluation to Ariana who will distribute it with minutes notes. Jim and Dylan will connect to discuss the evaluation information.

Communications Committee Report – (Mary Ann)

Mary Ann reported that the newsletter is running late for November but will be sent out shortly. This month's newsletter is about the CMMFestival with a piece on our newest member of the Board of Directors, Mary Alyce Blum. The upcoming Third Friday with Ted Karamanski will also be included. Kath suggested advertising December events. Jim asked about information to send to Grant Crowley for his newsletter.

Mary Ann is working on eblast with Ariana and getting content on social media. Jerry brought to our attention that we are serving food at next Third Friday, so we will charge admission. Jim suggested having a hybrid to reach more people. Dylan discussed the building's open house and how we should take advantage of this event to increase number of visitors. Jim moved that this month's 3rd Friday lecture be in-person. Trigg seconded. The motion passed unanimously. Jim said we should plan for a hybrid lecture for December.

Event planning- Ariana

Ariana agreed to take over event planning, working with Kath to make the event planning go more smoothly and insure that not only do we have good events, but that they show up on our calendar, not conflict with other activities and cover our costs and risks.

The committee discussed whether we should charge for events and how we should go about doing this. Mary Ann brought up the Chicago Sailors Group's inquiry about having their annual meeting at the museum. Jerry brought up logistics about cleaning expenses, having a paid staff member on site, and security issues. Jerry also discussed the possibility of a simple contract with no catering or cleaning. Jerry also said Grant has made some previous requests and has agreed to be person in charge to monitor space and artifacts. Jim brought up what kind of events we can host. He said small meetings don't need cleaning or paid staff members. Mary Ann pointed out we are looking for new groups for the museum. Kath suggested creating a list of preferred caterers. Kath moved that we proceed with the Chicago Sailors Group. Jim seconded Kath's motion. Jerry said we should create a list that includes payment, identification of risk, how to mitigate risk factors, and cover cleaning costs. Once this list is created, Jerry will sit down with Dave Metzger to discuss a contract and next steps. The motion passed.

Jim asked about separate contracts for small meeting vs. annual meeting. Kath asked about connecting with BAC about hosting events with alcohol. Mary Ann brought up liability being an issue. Kath said as long as we are not selling alcohol, there should be no liabilities. She also said we can create a contract that could cover selling or not selling alcohol.

Membership- Ariana

Ariana discussed updates with membership. Jerry discussed updating our email list with Constant Contact after membership information is organized. We should make sure we keep contact with members who entered at higher level and insure that we keep them engaged. Jerry suggested creating email list for those at higher level.

CMM Store Inventory

Kath offered considering a pre-order system through our website and newsletter.

Ariana requested suggestions for the gift shop. Jim suggested ordering Ted Karamanski's books in time for Third Friday. Jerry will call tomorrow to find availability for books. He and Ariana will order both Karamanski's books, Bill Pickney's book, and Maritime Chicago books (10 each).

Kath suggested ordering Christmas Tree Ship book in time for December event. Jim said Fred Neuschul's book is best of Christmas Tree Ship books and is the most academic. He suggested Rochelle Pennington's for a fun read.

Jim suggested ordering something more oriented towards kids such as music. He pointed out that we are sold out of Murdock CD's, and we can get something from Tom Kastle. Jerry suggested we come up with a list in next day or 2 for December. Jerry will connect with Ariana and Kath to decide how we go forward.

Kath talked about connecting with artists about post cards/cards. Sari suggested a Christmas Tree Ship card and regular museum cards. Sari will work on this list. Kath suggested putting out small things like pens with museum's information.

Jerry suggested no longer giving away store items and giving away admission tickets instead (can be benefit of membership). Jerry vouched to not give away freebies with membership. Trigg moved that we do not give away free store items. This was duly seconded and passed unanimously.

3rd Friday- Jim

Jim wants to reach out to Butler for lighthouse photographs. Jim reported that Save the Chicago Light is invited to come and Grant will reach out to people as well. Jim asked about virtual 3rd Friday in December and about asking people to register ahead of time but pay at the door. Mary Ann suggested this wording: limited seating "click here to reserve, indicating coming." Ariana can create list of reserved spaces. Jerry suggested Ariana and Dylan negotiate with building so we can share our registration list for BAC's Open House.

Meeting adjourned at: 1:06 PM

Submitted by:
Ariana Rubin