**November 3, 2020**

Operation Committee Meeting

1200 west 35th St, River Level

Meeting started at 12:00pm via Zoom

Attendance: Jerry Thomas, Mary Ann O’Rourke, Dylan Hoffmann, Glenn Braun, Jim Jarecki, Ked Fairbank, Kath Thomas, Stan Mehaffey, Lorraine Freeman, Patrick McBriarty, Don Glasell

Next meeting: Tuesday, December 1 at 12:00pm.

**Agenda:**

1. Approval of October Minutes (assuming they are out by then)
2. Operations Chair Report
	1. CMMFestival:
		1. currently at $96K+, (<6K) money still coming in
		2. Lessons learned
		3. Thank You notes
	2. Recovery Update: movable walls and carpet in progress (Dylan)
		1. Still need input from committee: kitchen, bathroom, doors, panels, paint,… This will be next phase (Dylan)
	3. Exhibit redesign steps for Southern Gallery: Valerie Van Heest (Dylan, Jim and Trigg) in progress
	4. Finances: ok for another month
	5. Opening: Covid-19 materials need to be purchased\*\*
	6. Mold issue raised by Jim—ongoing, though building has sealed the north wall and windows
	7. Volunteers: how to grow our volunteer base
3. Communication Committee Report—Mary Ann
	1. Newsletter
	2. Ads for post CMMFestival as we strive to make our goal by year-end, with the possibility of exceeding it
4. Collections: Dylan
5. Membership--Ronnie
	1. Plans to grow our membership base
6. 3rd Fridays
	1. Still On hold during lockdown; what about virtual events? Can we take some lessons learned from the CMMFestival and apply them to 3rd Friday
7. Old Business
8. New Business

**Approval of October Meeting Minutes:**

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

**Operations Chair Report:**

**CMMFestival-** Deducting about $12K from the total amount to account for expenses, so far, we have made a net profit of about $85K from the festival. We hope to get a little more by year end. This is higher than our projection for the in-person gala. 133 out of the 160 registered guests attended. We have the recording of event but will not release it until all legal issues are resolved. We are in the process of drafting a ‘thank you’ message to be emailed to all of those who gave a donation for the CMM Festival. Ronnie has created master list of the donors.

There were some suggestions for next year. One was that we advertise for the event one-month prior by sending out a gift mug (or some other small trinket) with the festival logo. The CMMFestival committee will meet shortly to go over what we learned and what we can do differently come next year. Susan May has sent her thoughts on this year’s event, which can be part of the conversation. Jerry will try to send out a zoom invite for this meeting before Thanksgiving.

**Recovery Update-** The large sliding doors are now finished on north side. The carpet for the conference room and the directors room has been ordered will be installed once it is received. Given what has been completed, we can now restore the north side to its former self, as well as do a thorough cleaning. The south side needs to be done next with doors, kitchen, bathroom… *etc.* We are trying to stay within the budget that is based on the reimbursements and rebates that we are due, which now have been received. As part of this, Dirk has been investigating where to purchase inexpensive furniture that we lost at substantially discounted prices.

The building is stabilizing the stream bank with large boulders and will be leveling the walking path with the parking lot.

**Exhibit Redesign-** “Break Room Plan” from Kath:

* Buy large locked storage cabinet and continuous counter top.
* Under counter refrigerator, no freezer.
* Buy stackable Coleman coolers, very good ones that hold frozen foods and ice for 5 days.
* Prep area separate from serving area and two to three work stations.
* Need extra outlet on south wall closer to doors- electrical change?
* Upgrade to better sink.
* Dish washer is needed but can be moved to a new location.
* Microwave needs to be able to store in additional places.
* No drawers needed.
* Must look industrial.
* Slide trash unit and recycle bin under counter.
* No wall to separate kitchen from gallery space. No new construction. Will go back to original state.
* May use stainless steel tables and stools to block off kitchen space from gallery space. We should order wheels for the table. We can use them for prep and service.
* Leaves room for cleaning supplies space and bathroom. Fire/ hazard codes should be ok because we are not building a dramatically different lay out. Walls will remain the same.
* Consider a mop sink too but that would be a plumbing consideration that needs further research.

Dylan suggested we have partitions in South Gallery Area: the collection should be separate from the store items, cleaning items, kitchen area*, etc.* We should also separate where we store our inventory items. We might create these separations with partitions.

Mike Stelzner has provided a bill for the work that has been (or about to be) completed. After evaluating our financial situation, we will proceed with restoring the southern part of the museum. We will consider suggestions that have been made so far, including the one above from Kath. An additional suggestion from Valerie was to have doors with glass windows that allow visitors to see into the collection space: “Open Storage”.

As part of the next stage after restoration of the south museum, we will consider a redesign of the south gallery. As a first step, Valerie has submitted a preliminary exhibit design. Jerry, Jim, Trigg, Dylan will meet with her and report back to the group.

**Finances-** The two grants we received (see the last meeting notes) plus our festival fund has put us in a good financial position for this month. We are close to budget despite the COVID-19 and storm damage issues. Walter Vartan mentioned to Don that we must put together a grant request to submit to Chicago Yacht Club Foundation. It is in their charter to help us but we have yet to approach them. Grant Crowley has written them on our behalf in the past. Patrick McBriarty says that the CYC Foundation has an easy, one page online form that we can submit off their website. Don offered to submit the grant form. Jerry will follow up with this.

**Museum opening**- We are not ready for opening yet, but when north side is back to normal we might open up to volunteers; this means we will need the requisite COVID supplies.

**Mold issue**- This is still a concern. The building has sealed the north walls and windows, though with recent rain, we still see leakage. Once the construction is complete, we can have the air quality measured and readdress additional options on fixing the mold issue before reopening.

**Volunteers-** Jerry suggested we create a formal structure for encouraging and promoting volunteers to the organization. One suggestion is to set up a google doc tracker for volunteers for them to keep track of their hours. It will be the volunteer’s responsibility to update their hours accordingly. We can use that information to keep track of yearly hours and recognition. Another suggestion is to have a monthly meeting, either in person or on zoom, with new volunteers to discuss their interests. We hope to find a good match between what people want to do and what the organization needs. This will challenge us to expand our vision on how to run this organization.

There is no shortage of ideas from the committee.

* Volunteers could help with the reconstruction of the pop-up boat/ collection restoration projects:
* Volunteers could help with Cataloguing books using software of Past Perfect.
* Volunteers could work the front desk, store and be docents. Ideally, we could use two such volunteers every day.
* Volunteers could take the Docent training with Ted Karamanski. Ted feels like he can start with content training but not until school semester is over. The Committee can give Ted feedback about the content.

Volunteers/Docents might profit from a script. Don has drafted an outline of what that script might be (attached).

We might start a volunteer program that works with other non-profit organizations which allow volunteers free admission into each other’s museums.

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

**Newsletter-** Mary Ann reported that the November issue is out to the committee for review. Input is due by 3pm. afterwards it will be sent to design.

**Ads for Post CMMFestival-** not discussed at this meeting.

**Collections Report (Dylan):**

Dylan reported that the Mural is scheduled to come Friday and be installed. Mary Ann said she will write a piece on the mural and maybe get it in for this month’s newsletter.

**Membership (Ronnie):**

Ronnie reminded us that we have implemented the new membership expiration date. Based on this, we have 260 members currently. Of this, 33 renewals/ new memberships have come in October, including from the CMMFestival. We now need letters for our end of the year renewal notice possibly from Dave or Doug.

**Third Friday’s (Jim):**

Jim reported that we are still on hold during lockdown.

**Old Business:**

None.

**New Business:**

None.

Meeting adjourned at 1:20 pm

Submitted by:

Veronica Caminiti

Status of New Exhibit Proposals

1. **Anchor exhibit**- proposal discussed by committee and approved, waiting for further report from Trigg where the anchor will be displayed, moving to stage 3.
2. **Bill Pinkney exhibit**- proposal discussed by committee and approved, next is to hire an exhibit designer, moving to stage 2-3.
3. **Tugboat exhibit**-proposal discussed by committee and approved, waiting for further report from Trigg what our next steps will be, moving to stage 3.
4. **Schooner mural exhibit**-Dylan’s proposal discussed by committee and approved, brought to Board of Directors and waiting to hear back whether yay or nay for obtaing. Moving to stage 3?
5. **World War 2 exhibit**- partially completed but not finished
6. **Eastland Exhibit**- partially completed but not finished
7. **Mr. Canoe exhibit**- partially completed but not finished
8. **Skip Novak exhibit**- partially completed but not finished

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 Hoffmann
* Veronica Caminiti
* Don Glasell
* Stan Mehaffey

CMM Operations Committee Roster

2019-2020

**Volunteers:**

Bill Derrah

Glenn Braun

Ked Fairbank

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:**

Dylan Hoffmann (Curator)

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