**October 1, 2019**

1200 west 35th St, River Level

Meeting started at 4:30 pm

Attendance: Ked Fairbank, Dylan Hoffman, Glenn Braun, Jerry Thomas, Don Glasell, MaryAnn O’Rourke, Stan Mehaffey, Lorraine Freeman, Jim Jarecki, Bill Derrah,

Next meeting: Tuesday, November 5 at 12:00pm

**Agenda:**

1. Approval of September Minutes
2. Executive Director Report
	* Open House Chicago
	* Docent Training
	* CMM Financial Report for Operations
	* Collections and Archive Report
	* Membership Coordinator Report
	* Store Report
3. Event Committee Gala Report
	* First Meeting
	* Sites under consideration
4. Communication Committee Report
	* Web Site
	* Newsletter
5. Event Committee Report
	* Other Events under discussion
6. Model Shop Report
7. Old Business
8. New Business

**Approval of September Meeting Minutes:**

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

**Executive Director Report:**

**Open House Chicago-** OHC will take place on Saturday, October 19 and Sunday, October 20. Our hours will be 10am-5pm and 10am to 4pm, respectively. All available volunteers should email Ked with their desired day(s) and hours. It was discussed that “try me” signs should be put up next to interactive exhibits and store items related to certain exhibits should be advertised to boost store sales.

**Docent Training-** The first session will take place after the OPB meeting (attendance of first session can be found below). Ked announced that docent jackets are being made for those who have completed all parts of training. Additional training session dates and times TBA. Ted and Don will let all desired docent trainees know when those sessions are.

**CMM Financial Report for OPB-** Ked announced that the funds to support the operations of the CMM will be monitored more closely.

**Collections and Archive Report-** There was nothing to report.

**Membership Report-** We are nowup to 227 memberships. This month we received 7 new memberships and 2 renewal memberships. Because we are now in the last quarter of membership year, all memberships purchased from September until November 30th are valid for the next membership year (expires in 12/1/2020)

**Store Report-** Store needs to be restocked especially before OHC.

**Event Committee Gala Report:**

**First Meeting-** Lorraine reported that the CMM will be planning a fundraising Gala to take place this spring. There will be a meeting at the Columbia Yacht Club Tuesday, October 8 at 6pm to discuss the logistics of planning the Gala. The current planning team for this meeting is Lorraine, Mary Ann, Jim, Jerry, Don, Ked, and Anil. Anyone else who wishes to help plan is welcome to attend the meeting. Jerry reached out to Anil and confirmed that he will be present at the meeting. Lorraine agreed to draft a check list of necessary topics to discuss at the meeting next Tuesday. Some topics that must be discussed are venue, cost of ticket, auction ideas and items, speaker presentation, goal of how much to raise, how many guests to invite, and who to invite. Mary Ann asked if planners would have to pay to attend the Gala. That issue will also be discussed.

**Sites under consideration-** Lorraine reported that we would like to book a venue that has either a lake or river front property. The venue should be appealing; a place that people want to go. The venue should have a kitchen area for catering and air conditioning. Some ideas are the Art institute, Chicago Club, Union club, and Café Brower.

**Communications Committee Report:**

**Website- Mary Ann reported that** the new website is now live but there are still many changes that must be made. Mary Ann went through each page of the web site at the meeting and got commitments from the following people to make changes to the indicated pages:

* **Home Page**: Ked, Lorraine, **Done**
* **About Us:**

Our Story: Ked, Mary Ann, **Done**

Our Museum: Ked, Mary Ann, **Done**

* **History**: Mary Ann, **Done**, Lorraine looking for Cover Page Photo
* **Collections:** Dylan and Glenn, Lorraine looking for Cover Page Photo
* **Education:** Lorraine looking for Cover Page Photo

Model Boat Building: Glenn, **Done**

CPS Curriculum: Ked and Renee

School Visits: Ked and Renne

* **Calendar:** Veronica
* **Facebook and Social Media Connections:**Veronica
* **Volunteers:** Ked (Still must decide where it goes))
* **Sponsors:** Ked (Still must decide where it goes)
* **Donations Button:** Lorraine

**Newsletter-** Mary Ann reported that the newsletter is now in draft mode. Bill Derrah will be next month’s volunteer feature.

**Event Committee Report:**

**Other events under discussion- Lorraine reported that** there are no new updates. At this time the main focus will be on planning the Gala.

**Third Friday-**Jim reported thatAnil Ahuja is our speaker for October. October is our 50th Third Friday program. Jim reported plans for upcoming third Friday speakers/ topics include poets group, “art about science”, and “the Aquarius project.”

Jim reported that after consultation with Kath, Pam Romund will be our Third Friday food volunteer coordinator. Kath is stepping down from her Third Friday volunteer role but will remain on the Operations Board.

**Model Shop Report:**

Glenn reported that classes have started and two students have signed up- one for the ship in bottle class and one for the wood carving class.

The hope is that once we get the funding for the model shop, we will use Google Ads to raise awareness for these classes and so the number of students will increase

**Old Business:**

None.

**New Business:** There was a sense of the committee that it is time to get serious about developing our education program. This is an item on Ked’s list. In addition, several other items of concern were brought up:

* How do we increase our membership count from 200 to 2,000?
* What do we offer as membership benefits/ incentives?
* Are our current benefits attractive?
* Is our membership price to low?
* Should we consider different membership benefits at various membership levels?
* How do we reach out more to gain members, not just locally?

As a way to take action on some of these issues, at the next meeting it was agreed that we should start with membership and have a discussion of how to improve our numbers.

Meeting adjourned at 6:00pm

Submitted by:

Veronica Caminiti

Ongoing Items from Past Meetings

Current “NEEDED VOLUNTEER POSITION” list:

-Volunteer/ Event/ Activities Coordinator

-IT

-Website design and Web Guru

-History Writers

-Social Media (Tian’s IIT Volunteers?)

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).
* Ked reports that we are being loaned a Lung motor artifact from the Eastland and a watch donated from a family member of someone who wore it when they died on the Eastland.
* Jerry thinks we should seek to obtain one to three more 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