

# Operations Board Meeting October 4, 2022

1200 West 35<sup>th</sup> St, River Level

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## Date and Time October 4<sup>th</sup>, 2022

Start: 12:00 PM

End: 1:14 PM

## Attendance

Jerry Thomas, Kath Thomas, Dylan Hoffmann, Trigg Waller, Patrick McBriarty, Sari Breslin, Mary Ann O'Rourke, William Derrah and Jim Jarecki, Denise Gonzalez, Tom Kastle, Trigg Waller, Patrick Conomy

## PROPOSED AGENDA

1. Approval of September 6, 2022, Minutes
2. Operations Chair Report
  - a. Created a new position, museum manager, which is now filled, Ariana Rubin starting 10/12/2022
  - b. We have a new board member
  - c. Denise Gonzalez hired as new weekend museum assistant.
  - d. HVAC Report
    - i. Delivery of fresh air unit—now end of year
    - ii. Instruction on changing filters from installers
    - iii. Service agreement for start of heating and start of cooling seasons
  - e. Donors Exhibit names of donors, board, operations, staff, and volunteers sent to Valerie for exhibit
  - f. Schematic Designs to be complete by 10/27
    - 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.
  - g. Audit for CMM—complete
  - h. Chicago Maritime Festival 22 progress report—see below
  - i. Open House Chicago: October 15/16. (Dylan has requested help for the planning phase)—see below
3. Collections: Dylan
  - a. Evaluation Plan
  - b. Miscellaneous

4. Event Planning
  - a. September event (Dylan)
  - b. Thursday event (Kath/Jim)
5. Communication Committee Report—Mary Ann
  - a. Newsletter ready to go
  - b. CMMFestival Ad ready to go
6. 3<sup>rd</sup> Fridays—Jim
  - a. Upcoming 3<sup>rd</sup> Friday etc.—
  - b. Charging for in person attendees
7. Membership
8. CMM Store
9. Old Business
10. New Business

## **Approval of September 6<sup>th</sup>, 2022, Minutes**

Kath moved to approve the September 6<sup>th</sup> minutes as distributed. The motion was duly seconded and approved. *September minutes are ready for posting.*

## **Operations Chair Report**

### **Staff Changes**

Ariana Rubin is the new museum manager starting October 12. Denise Gonzalez will be the new regular weekend museum assistant, as well as filling in at other times as needed.

### **New Board Member**

The board voted to invite Mary Alyce Blum to the Board of directors and she has accepted.

### **Progress of HVAC Work – Mostly Complete**

Heat now working. There are still a few open issues as indicated in the agenda. Jim suggested we change the filters for the air conditioning.

### **Donors Exhibit and Schematic Design update**

Lafferty and Van Heest have been hired to complete the donors exhibit by the time of the CMMFestival. The schematic designs should be complete at that time as well.

### **Audit Complete**

The auditors have completed their audit and are currently generating the 990 and tax forms for the Federal and State taxes.

### **Chicago Maritime Festival 2022**

Tom reported on the Jim Forni work, including the Jay Shefsky interview. WTTW has given permissions. Patrick McBriarty will be the co-host. One of the features will be from an old DVD from Patrick. Tom is putting together a couple of generations of chanty singers. The last segment is about Auckland at the far end of the world. Video footage will tie these two different areas of the world. The next step is the run of show, looking at last year. That document will be done in the next couple of days. The video was appreciated by all.

Mary reported that the next ad will be discover the connection with music and sea. There will be two more ads before the event. Tom said that the Sunday before the festival, Tom is going to an interview with Rick Kogan.

The next CMMFestival meeting will be next Monday, possibly, late afternoon, 4 pm.

### **Open House Chicago: October 15/16**

Jim J and Kath are running this. Dylan reported that he is picking up supplies. Kath said that she has volunteers coming but could use a few more. Open House Chicago will supply a few.

A code might be provided for posters to register for the festival. Jerry will provide the code to Sari. Sari will make a few posters.

Jim suggested something for kids to do. Sari has lines that could be provided.

### **Thursday Event**

Kath reported on the event this coming Thursday. She expects about 100 people, exhibits combined with Friends of Chicago River, with a reach out to the neighborhood. Metropolitan Planning group is sponsoring the event. They are buying the party. The event is free to attendees. Jim said the event is 5:30-7:30 pm Thursday. Mary Ann requested some pictures.

### **Collections Report (Dylan)**

Dylan gave an update on collections. He has an intern from Loyola three days a week. The initial inventory has been done. The next step is to dig down to the next level. The long-term plan is work on the offsite storage. Accepted maps from Dick Lanyon.

Dylan reported on the question of hanging the birch bark canoe. In the meantime, the canoe should be moved before the Thursday event. Trigg suggested the south storage.

### **Communications Committee Report – (Mary Ann)**

#### **Newsletter**

Mary Ann reported that the newsletter is ready to be delivered. The eblasts are also ready to go.

### **Third Friday (Jim)**

Jim reported that Ted is scheduled for November: the past and future of Chicago light. Fred Stonehouse is scheduled in December. Next year plans are starting to take shape. Jerry reminded all that as before, the charge for in-person events is \$5 per member and \$10 per non-member.

### **Membership**

No report this time.

### **CMM Store**

Nothing new to report.

### **Old Business**

Lee Murdoch concert is still on and agreed to by the Operations Board. Jim spoke with Lee later this week. Jim reported that the concert will be on December 10. Jim suggested a \$25 admission fee. Jim will talk with Kath regarding refreshments.

## **New Business**

Dylan requested some people to promote the CMMFestival at the 3<sup>rd</sup> Friday, October 21, from 8am - 10am. WGN is doing segments down at the Bridgeport. Dylan will send Mary Ann the contact. Jim suggested doing the Coast Guard that night. We could help promote the open house.

Meeting adjourned at: 1:14 PM

Submitted by:  
Jerry Thomas