**October 6, 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, Bill Derrah, Patrick McBriarty

Next meeting: Tuesday, November 3 at 12:00pm.

**Agenda:**

1. Operations Chair Report

* 1. Recovery Update: movable walls in progress (Dylan)
	2. Still need input from committee: kitchen, bathroom, doors, panels, paint,… This will be next phase (Dylan)
	3. Exhibit redesign steps: Valerie Van Heest (Dylan and Jim)
		1. Q.v. <http://laffertyvanheest.com/>
	4. Finances: ok for another month
	5. Opening: Covid-19 materials need to be purchased\*\*
	6. Mold issue raised by Jim
1. CMMFestival Report—Lorraine and Jerry
	1. Currently at $39.6K towards goal of $100K
	2. Sponsors are signing on and making calls
	3. Video work for opening done; video work for Pinkney talk in progress
	4. Next steps:
		1. First dry run today with Greg (auctioneer), Dylan, Glenn, Bill, and a few others live at the museum along with the committee on Zoom
		2. Dress rehearsal on 10/13 at 3:30 with same crew plus Susan from Zoom
		3. Event on 10/22/ starting at 6:20 pm
2. Communication Committee Report—Mary Ann
	1. Newsletter
	2. Ads for CMMFestival
3. Collections: Dylan
	1. Mural progress
4. Membership--Ronnie
	1. Updates-
5. 3rd Fridays
	1. Still On hold during lockdown; what about virtual events?
6. Old Business
7. New Business

**Approval of September Meeting Minutes:**

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

**Operations Chair Report:**

**Recovery Update-** Installation of large sliding doors in North gallery begins tomorrow. Coating North brick wall with a water proof sealant to prevent further cracking, water, and mold growth. Once this phase is complete (dry wall, sliding walls, paint, ect.) we will move on to phase four which consist of reconfiguring the kitchen and replacing furniture. We hope phase three will be done this month. We must then consider several open items, including the kitchen redesign while phase three is being completed.

**Exhibit Redesign: Valerie Van Heest-** Jim and Dylan had meeting with Valerie Van Heest. She saw our museum space and the outside area. She has expressed exhibit ideas for the hallway/ entrance area as well as the north and south gallery. However, because of the reconstruction, she felt it would be helpful to see the museum once things are put back on display, so as to get a better feel of the flow of the museum. She would like to incorporate her ideas so that the transitions of the stories we tell are clear and understandable to the visitor. She would like to meet with the committee for a brain storming session. The goal is to leave north side gallery unchanged (maybe some small changes), improve the lobby area and possibly the store, as well as make major changes starting with recreational area and south gallery- that is the big project. Once a plan is created, we can evaluate the cost of design, obtain funding. The intent is not to begin building until funding for the total cost of the project is received. We want a coherent full picture of the museum when we redesign rather than piecing sections together one by one.

**Finances-** We received two grants- a Driehouse grant for $5,000 and from Dr. Scholl for $10,000. These will be used for general operations.

**Museum opening**- will revisit once we get closer to opening and the Covid-19 situation is clearer.

**Mold issue**- Jim sent an email to Board and Operations Committee regarding the mold. He performed culture tests in multiple places. He attached pictures of the results in the email. After these tests were made, sealant has now been placed over most of the spots with most problems with the hope that it will stop the spread for the time being. If possible, and may need building permission, we should see if we can place sealant in model shop, back windows, and wood panels around the windows. Also consider placing foam and cement filler around the windows and paint over them. Subsequent to this meeting, the building has carried out these tasks.

**CMMFestival Report:**

**Dollars Raised to date-** we have collected $39K so far and have promises of a $25K and $5K donation.

**Sponsors-** We have picked up two sponsors from outside of the board so far.

**Videos-** James Forni created our promo video and, with minor changes, we will use this video for the opening of the CMMFestival. He is working with Bill Pinkney as well to create a video for Bill’s keynote talk which will be shown during the festival.

**Next Steps-** we have a practice session at 1pm today. The schedule of the event was sent out to everyone. We have 11 sponsors- 9 at the VIP level, so we may need up to 9 additional hosts (volunteers from the operations committee) to run each of the general groups. Next Tuesday, we will have another dress rehearsal with zoom consultants. Registration for festival sign up is extended until Monday, October 19. It was later decided to remove the end date for registration.

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

**Newsletter-** We are waiting on final design approval from Lorraine and hope we get the newsletter out today.

We have media interest from channel 7 regarding our CMMFestival. Channel 7 would like to write a piece and possibly interview Bill Pinkney, Bill Derrah (our voyageer) and Glenn Braun (Abe Lincoln). Mary Ann said that they would like to conduct the interview on October 13th around 11am if we are available.

**CMMFestival Ads-** The fourth ad was distributed on Sunday. Committee is currently working on the fifth ad.

It was noted that the festival registration page did not include a donation option. Ronnie agreed to add that feature to the campaign button.

Mary Ann reported that Jackson Park Yacht Club, who put our ad on their Facebook page, have expressed interest in supporting the museum and may be a sponsor for the festival. Subsequent to the meeting, we received a sponsorship from the Jackson Park Yacht Club Foundation/Jackson Park Yacht Club.

**Collections Report (Dylan):**

**New Collection Item-** Dylan reported that the Truitt family has now offered to donate the propeller of the Charlotte Ann to us as a gift with no restrictions. Jim moved to accept the artifact. The motion was duly seconded and approved.

**Mural Progress-**The Board has previously approved the action of obtaining the Mural from the Rookery (and old request). Dylan reported that we will have to pay a little more money out of pocket for displaying it. Mary Ann has offered to write a PR piece on it after it is displayed. Further construction on the displaying process will be had at future meetings and we estimate that it would take about two weeks for the display case to be made and mounted on the wall. Subsequent to the meeting, the Board approved the additional expense and our decision has been communicated to the donor. Work has started getting the mural built and installed.

**Membership (Ronnie):**

**Updates-** No updates at this time.

**Third Friday’s (Jim):**

**On hold during lockdown, Virtual events? -**  No updates.

Mary Ann was contacted by a group who is interested in hosting an event at the museum. The event would be a movie screening of “It’s a Beautiful Thing” documentary. MAO will get more information but will let them know that at this time because of rebuilding and COVID we cannot host events but will inform them when our situation changes.

**Old Business:**

None.

**New Business:**

Jim reported that the PR department of the Cleveland Cliffs Steel Mill, which since the 1840’s is the largest shipper on the great lakes, wants to partner with the CMM. In the long run, this could be a good thing for us as it relates to our maritime history. Jim will continue to follow up with them.

Meeting adjourned at 12:47 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