**September 10, 2019**

1200 west 35th St, River Level

Meeting started at 12:06 pm

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

Next meeting: Tuesday, October 1 at 4:30pm

**Agenda:**

1. Change in leadership of the Operations Committee
2. Minutes from previous meeting (June and August)
3. The web site
4. Open House Chicago

* Initial Docent Training

1. Stance on plastic pollution in the Great Lakes
2. What changes are envisioned for the Operations Committee
   * Charter, updates
3. How to make the operations of the museum sustainable
   * possible approaches are a fund raising gala each year to cover operations expenses
   * Partnerships/corporate sponsors - profiles sought
4. What things will stay the same
   * 3rd Friday’s
   * Newsletter and Communications
   * Events
5. Old Business
6. New Business

**Change in Leadership of the Operations Committee:**

Ked announced that effective immediately, Jerry had agreed to take on the chairmanship of the Operations Committee. This has been agreed to by the Board of Directors, freeing Ked up to focus more on fund raising.

**Approval of June and August Meeting Minutes:**

Changes were requested to the June meeting and unanimously agreed to. Kath motioned to approve June minutes as changed. The motion was duly seconded and passed. Mary Ann moved to accept the August minutes as distributed. The motion was duly seconded and passed. June and August minutes are ready for posting.

**Website:**

Changes have been made to the new website. A discussion ensued about whether the website was ready to go live.

Changes that would be nice to have:

* The collections section must be redone. The Collections Committee is asked to review the page and edit it with documentation and pictures of artifacts that actually reflect what is in our possession. Quality photos must be taken of the artifacts. Jerry will speak with the Collections Committee members regarding their plan of action.
* Review EVERY section of the website to make sure EVERY page is filled with content or else it should be removed (there are several right now that are completely blank).
* Facebook connection and other social media buttons must be present on the website.
* Donation button must be big and clear on the front page of the website and accessible in additional areas as well.

Arguments for going live:

* The current site is NOT secure.
* Making changes on the current site is very difficult.
* The new site has a secure server and changes can be made much more easily.

Glenn moved that we go live with the new website. The motion was duly seconded and the motion passed. The website will go live.

**Open House Chicago:**

Open House Chicago will take place October 19 and 20. Don and Ted will lead the first docent training session BEFORE the event takes place. It has been agreed (but still needs Ted’s approval) that the first docent training session will be held the evening of Tuesday, October 1st at 6pm after the OPB meeting, that will take place at 4:30pm, next month. Additional training session dates will need to follow. Ted’s son will be recruited to help with the training. Docent coats will be ordered for all those who pass the training session.

Our members should be invited to participate in the docent training if they wish. With Ted’s approval of session dates and times, Mary Ann will then create an eblast announcement for all those who wish to RSVP to the training sessions.

Information about the Open House Chicago event has not been publicized. The info is coming soon.

There were suggestions made that we have incentive give- a- ways for OHC: such as a volunteer flyer, BOGO admission coupons, and an events flyer to be handed out (or sent as eblast?), etc.

**Stance on Plastic Pollution in the Great Lakes:**

Many CMM Board members and CMM Operations members have responded positively to taking a public stance on the plastic pollution issue that is affecting the Great Lakes. Ked has a connection, David Rockefeller, who we could ask to join our stance as well as asking to be a guest speaker during an event here.

Our plan of action and stance on the issue should be documented, signed by supporters, and distributed to the public. Mary Ann and Dave Metzger were asked to work together on this project. Additionally, once the documentation has been created, it should be displayed on our website under its own Activist/ Conservation Project page.

It was suggested that we need to become partners with FOTCR and Flo For Water (a great lakes law and policy center stationed in Travers City, Michigan) so that we are seen as activists for the Chicago river.

Don suggested that we create a t-shirt regarding our conservation activity.

**Changes Envisioned for Operations Committee:**

As the new chairman of the Operations Board, Jerry Thomas acknowledge all the work Ked has done since he first came to the Museum as Executive Director, an in particular in running the CMM operations and events. Ked’s new focus as Executive Director will shift towards fundraising for the Museum.

**Charter, updates**- Jerry drafted anOperations Committee Policy. Mary Ann suggested a few changes that should be made regarding the Communications Committee and something called the Copy Committee Jerry agreed to follow up on that.

Jerry reminded the committee that as individuals who are committed to volunteering their time and skills to the operations of the museum, they do so with the understanding that they follow the same guidelines as the Board of Directors and they do so without pay, they agree to signing a conflict interest document and understand that they are appointed by the board on a yearly basis.

**How to make Operations of Museum Sustainable:**

**Fundraising Gala-** Our new museum focus will be fundraising. How will the Operations Board work to create a sustainable organization? Jerry suggested that there are three tiers of funding. The first tier is funding the operations itself, consisting of rent, utilities and staff. The second tier consists of funding the exhibits and events. The third tier is funding the future including an ongoing reserve. To fund the first tier, the goal is to raise 150-200k per year, every year. Jerry proposed that this year we make a major effort to get this tier started by the Operations Committee. A group will be formed and some people have already been approached, including the events committee, and the activity will be monitored by the Operations Committee.

**Partnerships/ Corporate Sponsors-** (second and third tier group)

Ked has already started work on the second tier, and several members of the Board are working on the third tier led by our Board Chairman Dirk Lohan.

# What Stays the Same:

**Third Friday-**

* September- already scheduled and announcement sent out
* October- Anil Ahuja
* Couple lined up for 2020
* Lee Murdock- Christmas Party Concert, open to everyone (same platform as we did last year). The decision is to hold the event on either the first or seconded weekend in December. Jim will see what day Murdock can commit to.
* December Third Friday- we will only have it if we have a speaker. If there is no speaker we can be open for free in conjunction with the buildings holiday market.

Jerry asks for Jim to send everyone an email with all the Third Friday dates/ concert information when Jim has it finalized.

**Newsletter/ Communications-** The newsletter has been distributed. Regarding the “Volunteer” section-Mary Ann has sent out an emailed list to the interviewees so they are prepared to be interviewed for their assigned month. She has the next 10 months set up.

**Events-** Lorraine has distributed a list of potential events to plan for the coming year. Jerry asked the event committee how many events (in addition to 3rd Friday) they would commit to. Lorraine said they would commit to four events this coming year. The objective for each event chosen will be to create awareness and involvement, and except for the major fund raiser, the events may not necessarily raise money. Many of the events listed are to boost public relations.

Lorraine would like to see a boat tour done. She should contact Scott Stevenson, Chicago Park District, to help set this up (Jerry agreed to call Scott).

Lorraine asks for all additional comments to be emailed to her.

**Old Business:**

Ked reported that the Board of Directors is looking to expand their member count. Currently there are 8 members. Ked reported that Louis Sudler has stepped down due to health issues.

Lorraine request that we add Carolyn Aronson, who is currently a part of the events committee, to be added to the OPB and invited to come to the meetings. Jerry agreed.

Don reported that the hole in the roof of Grant Crowley’s Boat Yard C Building has been resolved. A tarp has been put over the hole so the boats do not get wet. Jim again offered to bring in shipping containers to safely store some items in the C building. Bill and Don agree this must be done. No plan was proposed at the meeting.

**New Business:**

Lorraine suggested we invest in a “pop up” tent, easily portable, that can be taken to different events. No action was taken; presumably Lorraine will follow up with a cost estimate for such a pop up.

North side Boat House has invited the CMM to participate in their event on 28th of September. The event is from 10am-2pm. Glenn Braun and Dylan Hoffman say they will go. Jerry will discuss with them what CMM materials they should bring as handouts. It is encouraged to have educational activities related to the river at each booth. Glenn could have a model building activity of some sort. CMM attire will be worn. Ked will RSVP that we are coming.

Meeting adjourned at 1:39pm

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.

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