

Operations Committee Meeting September 2021

1200 West 35th St, River Level



Date and Time

September 7th 2021

Start: 12:04 PM

End: 1:41 PM

Attendance

Jerry Thomas, Dylan Hoffmann, Thatcher Waller, Mary Ann O'Rourke, Don Glasell, Jim Jarecki, Kath Thomas, Patrick McBriarty, William Derrah, Glenn Braun, Stan Mehaffey.

Next Meeting

Tuesday, October 5th 2021 at 12pm via Zoom.

Action Items

- Find donors to bring to the CMMFestival 2021
- Create 2 minute promo video for CMMFestival
- Prepare policy proposals for Collections Development Plan and Emergency Response plan a week before the next meeting.
- Trigg, Dylan, Jerry, and the building meet to understand the HVAC proposal.

Agenda

- I. Approval of July 20, 2021 Minutes
- II. Operations Chair Report
 - A. Lobby Work
 - B. CMM Festival
 - C. Upcoming Events
 1. Lobby Opening
 2. Bridgeport Open House
 3. CMMFestival 2021
- III. Communications Committee Report – Mary Ann
 - A. 3rd Friday Ads
 - B. Newsletter
- IV. Collections Report – Dylan
 - A. Policy Update
 - B. Collection Items
- V. Membership

- VI. Store
- VII. 3rd Fridays
- VIII. New Business
- IX. Old Business

Minutes

I. Approval of July 20, 2021 Minutes

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

II. Operations Chair Report

A. Lobby Work

Jerry updated the committee on the status of the lobby work.

Monologues – Done.

Murals – Mostly finished and are going into final production.

Construction – The deadline for setting the date when the construction will begin is Friday. Jerry hopes construction will begin in the next couple weeks

B. CMM Festival

C. Upcoming Events:

1. Lobby Opening

Date - 4th Friday this month (9/24/2021)

Dylan reported that a new kayak rental store, **Water Riders**, will be opening on the river level at the furthest south unit. The Water Riders grand opening will be on Friday October 8th, and they plan to be open from Tuesday – Sunday, in conjunction with the CMM hours. Dylan and the Water Riders owner, Charlie, are in talks to integrate and cross-promote the museum and the store, such as a kayak rental package that would include admission to the museum and talking to their customers about donating to/sponsoring the Festival event, and has offered to be a \$1,000 level sponsor for the CMM Festival. He would like the CMM to stay open during the October 8th grand opening for a cross-promotional event.

Mary-Ann suggested directing potential kayakers to an app run by the City of Chicago, called **H2NOW**, that updates every 15 minutes on bacteria level in river.

2. Bridgeport Open House

Date - 16th and 17th – October

Volunteers – Jerry assumed that all volunteers present at the meeting would be available for the event, unless otherwise noted.

Map Reviewer – Dylan brought up the map reviewer coming in on November 2nd or 3rd. We are looking for people to discuss collection stewardship and goals.

3. CMMFestival 2021

Jerry reported that we still need a **promo video** for the Festival, approximately 2 minutes long, containing the museums mission and the goals for the fundraiser.

Show Schedule:

6:30 – Zoom Opens, museum open (20-50 people)

7:00 – Event begins

7:05 – Discussion of museum goals

7:30 – 8:30 Concert

Jerry reported that he had requested that every Board of Directors comes in at the \$2,000 level, assumed that the Operations Committee members are at the membership level of \$35 and acknowledged their main contribution through volunteer work and finding sponsors for higher dollar amounts. Jerry's goal for supporting organizations is \$1,000 if they are able to donate that, and that the overall **goal of the fundraiser is \$150,000 which has been 47% met as of this meeting.**

III. Communication Committee Report – Mary Ann

A. 3rd Friday Ads

Mary Ann shared her current work on the **Waterways for All** 3rd Friday Ads, which have a focus on diversity and outreach to specific minority communities and organizations that have not previously known about the museum and now want to be involved.

She requested that the committee **recognize the work of Lorraine Freeman**, who had created the template for the ads, and suggested that a tribute to Lorraine be included in the CMMFestival during the thank you and acknowledgements, and at the end of the credits with an In Memoriam, with the same photo used for her obituary.

B. Newsletter

Mary Ann mentioned wanting to include information about Water Riders and their upcoming grand opening in the next newsletter.

IV. Collections – Dylan

A. Policy Updates

Dylan reported his process on creating and updating contingency protocol for emergencies, injuries, and natural events. This will include a process for incident reports, preparing emergency supplies, emergency contact information, as well as creating a plan for any event like the flood that could damage the collections. A motion was duly made and seconded to recommend this plan to the Board for approval and adoption. The motion passed.

Current Safety Status - Fire Department review of the Bridgeport facility didn't go well; the electrician is working to solve the issues found. Fire extinguishers have been checked.

Approximately 60% of EXIT signs need to be fixed, electrician is working on fixing them. Emergency lights also need to be inspected.

Most sprinkler heads are the new type, some sprinkler heads near the exhibits are the old version that still need to be updated.

B. Collection Items

In addition to working on emergency response protection for the collections, Dylan is working on a collections development plan with the aim of developing the collection to be better aligned to the CMM mission.

Jerry Thomas requested that plans for these two action items be prepared a week in advance of the October meeting, distributed to the Operations Committee for review and discussion at the next meeting.

C. Charlotte Ann

Jerry entertained a motion from the committee for accepting or rejecting the offer of a donation of artifacts from the Charlotte Ann, including models and parts of the ship. A motion was made and duly seconded by the committee. During discussion, it was noted that the items that would be accepted as a gift in order to instruct on the Great Lakes items in the permanent collection, but would not be in the permanent collection as they are not Great Lakes related. A similar discussion was recalled when discussing accepting an anchor earlier this year. The issue of storage was discussed as well.

As they are a provisional acceptance and non-permanent part of the exhibit, we make no promises that the items will be used or promises on how they will be displayed. They will be treated like the other artifacts and therefore not insured, as they are not replaceable items.

The motion passed with one nay vote by Don Glasell on the basis that he was not clear on how the pieces would tie into an exhibit and how educational the pieces might be.

V. Membership

Glenn reported that a few memberships were received this past month. An overall accounting for the month was not available.

VI. Store

Glenn reported that **the items that Don Glasell has donated have been added to the iPad and added to the store**. Those items that have been added to our inventory are now catalogued and listed in the iPad, and have been logged into the QuickBook system. All store items that are not displayed are now stored in the new cabinets in the store.

For the record, Jerry acknowledged and thanked Glenn for his work in updating the store catalogue inventory system and the QuickBooks record keeping system, which are now significantly improved from where they were a year ago.

VII. 3rd Fridays – Jim

A. Upcoming speakers will be discussed

Jerry reported that there is no upcoming speaker for this month, and no plans for next month due to the Festival and October already being very busy. The next 3rd Friday speaker is planned for November,

either online again or, technology-permitting, hybrid with some people in the museum with the option for people to participate remotely.

VIII. Old Business

No old business was brought up for discussion.

IX. New Business

Jerry posed the question to the committee of when they'd feel comfortable having the Operations Committee transition to meeting in-person. There are benefits to hybrid, as some people are unable to get down to the museum, but there are benefits to in-person so that committee members can actually see what is happening with the museum. A motion was made and duly seconded to plan for an in-person or hybrid meeting in November, including investigating the costs associated.

During discussion it was suggested the meeting be held in the larger space where presentations occur, in which case the same technology could be used for hybrid 3rd Fridays and the Festival. The motion passed.

Patrick raised a question about the air quality and how quickly air recycles. This is important from a COVID perspective and relevant to holding meetings in the auditorium space. Jerry reported on a couple of things that are related.

We are currently investigating the cost of a new, lower ceiling to the collections, as the overhead activity causes dust and particulate to shake loose from the current ceiling onto the collections. We have also asked for a quote on air conditioning. An HVAC system might be the best solution for air quality and air circulation, for both COVID and other museum climate controls.

The building returned a quote of \$40,000 for HVAC. Trigg reported that the previous quote from a couple years ago was \$100,000. Trigg agreed to lead the effort to take the next step, which is to have a meeting with the building, Dylan, and Jerry to understand what is being proposed. The goal is to have the Operations Committee recommend an action to the board for approval on air conditioning.

Submitted by

Daisy Morey
Museum Assistant