

## Operations Committee Meeting July 2023

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

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### **Date and Time**

**July 10<sup>th</sup>, 2023**

Start: 12:00 PM

End: 1:15pm

### **Attendance**

Jerry Thomas, Kath Thomas, William Derrah, Jim Jarecki, Mary Ann O'Rourke, Sari Breslin, Nancy Michael and Ariana Rubin

### **Agenda for July 10, 2023, Operations Board Meeting**

1. Approval of June 5, 2023, Minutes
2. Operations Chair Report—Goals for the new year
  1. Report on Meetings
    1. CMMFestival committee 6/22/2023. Next meeting 7/13/2023 at 10:30am
    2. One-Sheet from Mary Alyce
    3. Volunteer Meeting: Next meeting 7/11/2023 at 2pm
  2. Exhibit Planning—Capt. Bill Pinkney Video
3. Collections
4. Event Planning--Kath
  1. Recent and Upcoming events
5. Communication Committee Report—Mary Ann
  1. July Newsletter
6. 3<sup>rd</sup> Fridays—Jim
  1. Upcoming 3<sup>rd</sup> Friday
7. Membership--Ariana
8. CMM Store--Ariana and Kath
9. Old business
10. New Business

### **Approval of June 5th, 2023, Minutes**

Mary Ann moved to approve the June minutes as distributed. The motion was duly seconded by Kath and approved. *June minutes are ready for posting.*

### **Operations Chair Report**

#### **CMMFestival**

Jerry reported the next CMMFestival meeting is July 13th at 10:30am. Mary Ann reported that the next ad features “paddle” in honor of the Ralph Frese marathon.

Sari said she reached out to Shoreline and Fireboat who are interested in participating. She also reached out to the Coastguard and received a letter from the commander.

Mary Ann said that photographer Barry Butler and Anthony Ponce from channel 32 are interested in hosting.

### **One Sheet from Mary Alyce**

Jerry shared his screen to show Mary Alyce's "one sheet" advertising opportunity.

### **Volunteer Meeting**

Ariana reported that the next volunteer meeting will involve approval of the Volunteer Benefits and Recognition Program, POINT updates, and a discussion of the program's roll out dates.

### **Exhibit Planning**

#### **Capt. Bill Pinkney Video**

Jerry reported that last Friday, youth group Youth Empowered participated in a Zoom call with Captain Bill Pinkney at the museum. Jim Forney recorded it and interviewed some of the students as well as shooting footage of these students sailing that day in the Jackson Park Yacht Club junior program. Octane Rich Media will use the footage to create a promotional piece for the CMMFestival. Some of the footage will update a promo piece for the CMMFestival.

## **Collections Report**

### **Acquisition Proposals**

Our curator, Dylan, has moved on to a new job. Jerry and Ariana wished him good luck on Friday, his last day of employment. At the meeting a statement of support was voiced by the Operations Board. Jerry reported on plans for his replacement. An updated job description has been posted on Indeed and various Chicago university sites. Jerry reported he received 5 resumes so far. Mary Ann suggested posting the job description without the salary listed on social media. Jerry said he will ask staff and volunteers to participate in the interview process.

Two paintings arrived before Dylan's last day. He recommended displaying the paintings somewhere in the museum. Jim suggested creating a temporary protected display in the South Gallery.

## **Event Planning (Kath)**

### **Recent Events**

Kath reported there are no new events.

Jerry reported CMM never received a deposit from the Shedd Aquarium for their upcoming team building meeting on July 18th. Ariana and Jerry will follow up with the Shedd Aquarium. Ariana will also print a sign for the front door notifying the public of the private event.

Kath reported that Jocelyn Green's event on September 1st is lined up. A tour guide is needed.

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

### **July Newsletter**

Mary Ann reported that the June newsletter was distributed this morning. The distribution was delayed due to the July 4th weekend.

Mary Ann reported that she, Ariana, and Kath held a website platform meeting. They researched website host alternatives and decided to explore Squarespace. Jerry reminded the committee that CMM has previously used Member Clicks and Paypal for payments. Member Clicks was expensive, about \$3,000 per year. CMM needs a membership database, an email database, Ecommerce, easy and customizable web design, and a way to collect donations.

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

Jim reported there is no Third Friday speaker for the month of July, but he is trying to find someone to fill the slot. He also reported that he is in touch with an author where we would have the opportunity to display artifacts that relate with their lecture. More details to come. He is also in touch with photographer Barry Butler. Jerry said he is unable to run the next Third Friday Zoom. Jim suggested that Ted Karamanski might be able to do it if needed.

August's Third Friday speaker is scheduled. The author is Mark Qalczynski who will present his new book *Jolliet and Marquette: A New History of the 1673 Expedition*, on August 18th.

Jim reported that October's lecture will focus on the Underground Railroad program. More details to come.

### **Membership (Ariana)**

Ariana presented June's numbers for museum visits, ticket sales, and membership. She reported that CMM received 162 visits and \$520 in ticket sales for the month of June including all field trips (3). CMM also received 9 membership sign ups/renewals.

### **CMM Store (Ariana and Kath)**

Sari communicated she is waiting for copy and estimated prices for the three approved postcards. She shared her screen with the Operations Committee to present the postcard designs. Sari recommended putting our logo on the back of all postcards and requested credit information for each one.

Mary Ann moved to approve ordering the minimum amount of greeting cards and postcards. Kath seconded. None opposed. Sari will provide prices and minimum orders at the next meeting.

Sari reported she is still working on brochure designs.

### **New Business**

Jim reported projector slides of the Japanese Navy were found off Navy Pier. The Illinois Historic Preservation officer is deciding how this should be handled.

Ariana announced Explore More Illinois is now officially part of the Chicago Public Library Free Museum Pass program. Visitors will now be able to receive free passes to the Chicago Maritime Museum through the Chicago Public Library.

Meeting adjourned at: 1:15pm

Submitted by:  
Ariana Rubin