

## Operations Committee Meeting June 2023

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

---



### **Date and Time**

**June 5<sup>th</sup>, 2023**

Start: 12:00 PM

End: 12:58pm

### **Attendance**

Jerry Thomas, Kath Thomas, Dylan Hoffmann, William Derrah, Mary Ann O'Rourke, Sari Breslin, and Ariana Rubin

### **Agenda for June 5, 2023, Operations Board Meeting**

1. Approval of May 1, 2023, Minutes
2. Operations Chair Report—Goals for the new year
  1. Report on Meetings
    1. CMMFestival committee 5/30/2023.
    2. Grant writing committee meeting 5/15/23.
    3. Volunteer committee meeting 5/8/23.
    4. Education meeting 5/16/2023 with Deane
  2. Exhibit Planning—Capt. Bill Pinkney Video
  3. Donor Board List update done.
3. Collections: Dylan
  1. Acquisition proposals
4. Event Planning--Kath
  1. Recent and Upcoming events
5. Communication Committee Report—Mary Ann
  1. June 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 May 1st, 2023, Minutes**

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

### **Operations Chair Report**

#### **Report on Meetings**

#### **CMMFestival**

Mary Ann reported that the communications team will distribute CMMFestival ads every two weeks regarding contributing organizations and vessels. Mary Ann confirmed that Barry Butler will participate in this year's event. The next CMMFestival meeting will focus on the run of show and finding contributing partners and nonprofit organizations.

### **Grant Writing**

Jerry reported that the Grant Writing Committee worked on the Driehaus Grant. Ariana is currently researching various foundations to contact for opportunities. Dave Metzger provided 3-4 contacts as well including the Plymouth Foundation for operating funds for small projects.

### **Volunteer Committee**

Ariana reported that the next volunteer meeting will involve approval of the Volunteer Handbook and Areas of Interest Descriptions. She will also conduct a run through of the volunteer management system POINT.

### **Education Committee**

Jerry said the next step for the Education Committee is to send a follow up email to our contacts at the Field Museum about setting up an internship project. Jerry reported that he has begun raising money for the program.

### **Exhibit Planning**

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

Jerry reported the communications team is working on a promotional ad to raise money for the CMM Documentary which includes supporting CMM's upcoming youth event with Youth Empowered and Captain Bill Pinkney. Jim Forney agreed to support this project by putting together the promotional video and attending Youth Empowered at the Jackson Park Yacht Club. The ad will be ready for distribution tomorrow.

### **Donor Board List Updated**

Jerry reported the update to the donor board is officially complete.

## **Collections Report (Dylan)**

### **Acquisition Proposals**

Dylan reported that there are no new acquisition proposals. Some pieces from previous acquisitions have been delivered while others are waiting for legal approval.

Jerry reported that Ariana is researching a new technology cabinet to house the equipment that is currently in south storage for collections. Bill inquired about a new projector. Jerry replied by saying this will depend on future funds and grants.

## **Event Planning (Kath)**

### **Recent Events**

Jerry reported that the payment process has been set up with the Shedd Aquarium for their upcoming event. Jerry is still waiting for payment.

Kath reported the next upcoming event is Jocelyn Green's event September 1st which is open to CMM members.

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

### **Newsletter**

Mary Ann reported that the June newsletter was distributed June 2nd.

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

Jim reported (via email) that he has one new speaker scheduled. Mark Qalczynski will present his new book *Jolliet and Marquette: A New History of the 1673 Expedition*, on August 18th. Jim sent another invitation out for June which will hopefully be confirmed this week.

### **Membership (Ariana)**

Ariana presented May's numbers for museum visits, ticket sales, and membership. She reported that CMM received 108 visits and \$480 in ticket sales for the month of May not including events. CMM also received 11 membership sign ups/renewals including in-memoriam donations for Stan Mehaffey. Jerry reported the in-memoriam donations totaled around \$800.

Kath requested a meeting with Ariana and Mary Ann to discuss website changes and updates, specifically with the in-memoriam landing page.

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

Ariana shared an order list proposal with the Operations Committee. Sari shared her screen to reveal card designs for the first four items which includes 3 post cards and 1 greeting card. Mary Ann agreed to write CMM copy for the cards. Mary Ann moved to approve the first four items. Kath seconded. None opposed.

Ariana proposed purchasing 10 copies of *Heroes on Deck* DVD which is advertised in one of the museum's exhibits. Kath moved to approve 5 copies.. Sari seconded. None opposed.

Ariana proposed purchasing 10 copies of *Lives and Legends of the Christmas Tree Ship*. Sari motioned to approve purchasing 10 copies. Kath seconded. None opposed.

### **New Business**

Mary Ann moved to adjourn the meeting. None opposed.

Meeting adjourned at: 12:58pm

Submitted by:  
Ariana Rubin