

Operations Board Meeting March 6, 2023

1200 West 35th St, River Level



Date and Time

March, 6 2023

Start: 11:00am

End: 12:35pm

Attendance

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

AGENDA FOR MONDAY, March 6, 2023

- 1) Approval of February 6, 2023, Minutes
- 2) Operations Chair Report—Goals for the new year
 - a) Report on Meetings
 - i) CMMFestival meeting Tuesday 2/7/2023 and 2/27/2023
 - (1) Raise standard of event
 - (2) Zoom tables.
 - b) Theme: it is a fundraiser, CMMFestival is the branding
 - i) Date set October 26, 2023
 - ii) Tom Kastle host, looking for co-host.
 - c) Volunteer Meeting report 2/13/23 and 2/28/23: see below (Trigg)
 - d) Exhibit Planning
 - i) Working with Valerie and James Forni on a teaser Video
 - e) Donor Board List update first pass completed.
 - f) Museum Association Memberships
 - 3) Collections: Dylan
 - a) Acquisition proposal
 - 4) Event Planning--Kath
 - 5) Upcoming events
 - 6) Communication Committee Report—Mary Ann
 - 7) March Newsletter
 - 8) 3rd Fridays—Jim
 - 9) Upcoming 3rd Friday
 - 10) Volunteer Meetings and proposal—Trigg and Ariana
 - 11) Membership--Ariana
 - 12) CMM Store--Ariana and Kath
 - a) Proposals for store, including new postcards.

13) Old business

14) New Business

Approval of February 6, 2023 Minutes

Kath moved to approve the January 3rd minutes as distributed. The motion was seconded by Sari and passed unanimously. February *minutes are ready for posting*.

Operations Chair Report- Jerry

CMM Festival

Jerry reported that the CMM Festival Committee has met twice, which included welcoming new Board Member Mary Alyce Blum who has experience with auctions and fundraising. It was decided that this year's focus includes:

1. raising the standard of the event without raising the cost
2. and focusing on tables, both in-house and virtually on Zoom.

The date chosen for the fundraiser is October 26th. Tom Kastle has agreed to host (a paid position as in the past). A co-host is still needed. Jay Shefsky agreed to be our special guest if he is in town.

Volunteer Meeting Report

Trigg said he and Ariana have been working on the Volunteer Handbook and have created a list of elements and a timeline for the program. This will be presented at the next volunteer meeting.

Exhibit Planning

Jerry reported the Board passed a budget that targets raising \$220,000 for operations and \$250,000 for exhibits. The challenge is how to raise \$250,000 for exhibits. The operations target is hard but not significantly different from last year: we expect \$50,000 from the endowment fund, \$50,000 from grants, and \$100,000 from the CMM Festival.

We have schematic designs for eight exhibits. Jerry stated our exhibit goal for this year is to create two of those exhibits: the Bill Pinkney and Lady exhibits. For the Pinkney exhibit, in addition to schematic designs, we have B-roll and interviews that were done by Jim Forni. We hope to feature a teaser video at the CMM Festival, as well as show this teaser to potential donors.

Jerry reported that the new Grant Committee consists of Jerry, Sarah Metzger, Ariana Rubin, and Nancy Michael. Nancy has started working on an education grant from NOAA. The committee is also searching for other possibilities.

Donor Board

Jerry reported the first pass of the Donor Board is complete and reviewed and will be sent to the Board of Directors and Operations Board.

Museum Association Memberships

Jerry asked which museum memberships does CMM currently have and/or need. Dylan confirmed that CMM has a subscription to both the American Alliance of Museums (AAM) and American Association for State and Local History (AASLH). Jerry said he welcomes any suggestions from the Operations Committee for further subscriptions. Presumably, such memberships would justify one of the goals of the organization, such as helping us to become

accredited. Trigg suggested attending the AAM seminar when it is in Chicago might be one such goal.

Collections Report- Dylan

Acquisition Proposal

Dylan reported two acquisition proposals. The first entails a framed print for a research collection. Dylan moved to approve the prints. Sari seconded. The motion passed with none opposed. The second proposal was to accept a collection of periodicals from the National Marine Manufacturers Association. Dylan said we are near capacity for archives and does not recommend obtaining them. No motion was made.

Event planning- Kath

Upcoming Events

Kath reported that our next event is the Strategic Marine Electronics seminar on April 15th. She and John Berry will promote the event with posters at an upcoming vendor zone event. Also in April is the “All Hands on Deck” children’s program and adult lecture with Will Sofrin. Kath said she is currently in the process of ordering books for the programs. She also suggested leasing the corresponding film and possibly reserving an event space in the Bridgeport Art Center. There was no second. Kath will continue to do research on the matter.

Kath asked if Jocelyn Green’s event on September 1st should be members only or members priority. No opinion was provided.

The Midwest Open Racing Fleet reached out as well as the Chicago Power Squadron. Kath is in touch with these two groups for future events.

Communications Committee Report – Mary Ann

March Newsletter

Mary Ann reported that the March Newsletter was sent out by Ariana. Mary Ann also proposed using a new email platform due to emails currently going to the “promotions inbox” for Gmail users. Ariana and Mary Ann agreed to research various options. Jerry suggested considering replacing Flipcause as part of this research. Constant Contact and Flipcause cost collectively around \$3,000-\$4,000 per year.

3rd Friday- Jerry

Jim was not present but emailed his status. This month’s speaker is Terry Gregory. The lecture will be hybrid, and the Zoom link has been sent out in the newsletter as well as an E-Blast.

October’s speaker is booked which will focus on the underground railroad. Jim Jarecki sent an email with other speakers who have agreed to speak but have no confirmed dates yet.

Trigg inquired about Third Friday recordings. Ariana said most are uploaded to our website and YouTube channel. Jerry agreed to send her all 2022 recordings to make sure they are uploaded. Trigg suggested sending out follow up E-Blasts after lecture events that include recordings.

Volunteer Meetings and Proposal- Trigg and Ariana

Trigg reported that he and Ariana are working on the Volunteer Handbook. They are at the beginning of the process. More information will be available in the near future.

Membership- Ariana

Ariana reported our total membership and visit numbers for the month of February. Ariana and Sari will work on guest passes for the Supporting Membership level (\$100+).

CMM Store- Ariana, Kath, and Sari

Inventory

Sari shared the printed card samples of *The Canoes* by Helen Kessler. Ariana suggested adding more information about Helen Kessler, the canoes and the museum on the card.

Ariana suggested creating a brochure for the museum. The Design Committee agreed to come up with proposals for design and copy and present this to the Operations Board.

Ariana presented Linda Anderson's maritime images of Tall Ships on the Great Lakes. Kath agreed to contact Dean Calin on partnering with the family to sell the images.

Old Business

Ariana confirmed that the monthly newsletter is only being sent to members, and a PDF version of the newsletter is uploaded to the website a month later.

New Business

Kath requested that all upcoming events for the year are posted on CMM's website including All "Hands on Deck".

Sari designed a "save the date" for Chicago River Day. Volunteers will sign up through the Chicago River website, not ours. Kath and Sari agreed to volunteer for the event.

Jerry suggested forming a connection with Chicago's new mayor as well as our alderman Nicole Lee. He suggested asking her to either co-host the CMM Festival or make a recorded "hello." Mary Ann agreed to call the alderman to see if she will participate in the Chicago River Day clean up, once the election is final.

On other issues, Jerry reported that he and Dave Metzger are negotiating our insurance coverages with the building. Jerry reported that the building has done some releveling outside the loading dock. Dylan said the change of leveling outside the loading docks has helped CMM's water situation. Dylan and Jerry will talk to Malik again about the outside gravel situation, as well as about the status of the back flow valves and sewer reservoirs.

Meeting adjourned at 12:35pm

Submitted by:
Ariana Rubin