

Operations Committee Meeting October 2023

1200 West 35th St, River Level



Date and Time

October 2nd, 2023

Start: 12:00pm

End: 12:55pm

Attendance

Jerry Thomas, Kath Thomas, William Derrah, Jim Jarecki, Mary Ann O'Rourke, Sari Breslin, Trigg Waller, Madeline Crispell, and Ariana Rubin

Agenda for November 6, 2023, Operations Board Meeting

1. Approval of October 2, 2023, Minutes
2. Operations Chair Report—Goals for the new year
 1. Report on CMMFestival—currently with pledges, \$98K
 1. Debrief scheduled for ...
 2. Timeline for Lady Elgin and Bill Pinkney exhibits
 1. Inhouse curatorial input scheduled for ..., product due 12/1/2023 to Valerie.
3. Collections—Curator
4. Communication Committee Report—Mary Ann
 1. October Newsletter
5. 3rd Fridays—Jim
 1. Upcoming 3rd Friday
6. Event Planning--Kath
 1. Recent and Upcoming events
 2. Holiday Party Concert
7. Education—Sari
8. Membership--Ariana
9. Volunteer update—Ariana and Trigg
 1. Next meeting
10. CMM Store--Ariana and Kath
11. Old business
12. New Business

Approval of October 2023, Minutes

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

Operations Chair Report (Jerry)

CMMFestival 2023

Jerry reported that our goal for the CMMFestival 2023 is \$100K, and we currently stand at \$98K. The Committee is optimistic that we will make our goal by the end of the year.

Madeline reported the CMMFestival Debrief Meeting will be Monday, November 13th at 10am.

Progress on Pinkney and Lady Elgin Exhibits

Jerry and Madeline reported that David Metzger agreed on contractual deliverables for the next phase. Valerie and her team are working on the Lady Elgin exhibit which should be completed the first week of January. Her team will begin the curatorial design for the Bill Pinkney exhibit December 1st. Subsequent to the meeting, this plan was changed to do the Bill Pinkney exhibit first, and the Lady Elgin exhibit second, with both completing in April 2024.

Collections Report (Madeline)

Madeline presented an acquisition proposal for Ann and Phillip May's collection items. In addition to the donation of artifacts, Ann May would also like to give the museum a substantial financial gift and ongoing financial support. The collection contains work from the artist James Bolivar who created impressionistic paintings of views of the Chicago River. Madeline said all items have value to the collection, some of which can be used as part of the developing education collection. Madeline moved to accept the items into the permanent collection. Jim pointed out that a few items do not fit our mission. Bill said the education collection should be separate from the permanent collection. Jim seconded Madeline's motion with the amendment that 4 specific items be identified as education related, using museum best practices. The motion passed. None opposed.

Madeline offered to research collection language and best practices for a museum regarding separate collections.

Bill suggested curating a special show with the Bolivar paintings. Madeline said she would love to exhibit a temporary exhibition of the May Collection which can be intertwined with the future *Our Changing Waterways* exhibit.

Event Planning (Kath)

Upcoming Events

Kath announced that the Lee Murdock annual Holiday Concert will be Saturday, December 9th with beverages and a cookie exchange. Lee Murdock will present two sets, one in the late afternoon and one in the evening.

Kath reported she received an inquiry from Friends of the Chicago River to host their annual volunteer and member celebration at CMM on January 25th. Kath said she will let them know of our updated cost of \$500 for friends of CMM.

Sari said Kath offered to market the concert to schools in the area with a docent led tour. Sari said she is working on acquiring current lesson plans on the Christmas Tree Ship. Madeline suggested contacting schools with music lessons such as the School of Rock.

Communications Committee Report – (Mary Ann)

November Newsletter

Mary Ann reported that Ariana distributed the November Newsletter on Friday. The newsletter's focus was the piece of the CMMFestival.

Jerry suggested developing a relationship with the DuSable Black History Museum and Education Center because of our upcoming exhibition on Captain Bill Pinkney.

Education (Sari)

Sari reported she is focusing on creating school connections. She also reported that the Beverly Arts Center is working on the Christmas Tree Ship play.

Third Friday (Jim)

Jim reported that Walter Lewis will be speaking at this month's Third Friday Lecture.

The next speaker is scheduled for January. Katherine, a poet who finds inspiration through Lake Michigan, was referred to CMM by Sarah and David Metzger. Madeline suggested contacting someone from the poetry foundation in Chicago.

Microsoft Teams is now being used as the platform for virtual Third Fridays. Ariana reported that A/V volunteer, Michael Heffernan, is no longer a volunteer at the museum. He decided to leave due to scheduling conflicts.

Membership (Ariana)

Ariana presented October's numbers for museum visits, ticket sales, and membership. She reported that CMM received 146 visits for the month of October including Open House and the CMMFestival.

Volunteer Update (Ariana and Trigg)

Ariana announced the volunteer committee's next focus will be on the docent program and volunteer appreciation program. Ariana and Mary Ann will create a marketing schedule for the month of February.

Jerry suggested offering business cards for volunteers in addition to staff. Trigg motioned to offer business cards for volunteers with the production at the volunteer's expense. Mary Ann seconded. None opposed. Sari agreed to work on a design and send it to Ariana for feedback.

Bill Derrah suggested donating the Lumber Hooker books to other maritime institutions and organizations.

CMM Store (Ariana and Kath)

Ariana informed the Operations Committee that the store was recently merchandised for the CMMFestival with a focus on its books. The next focus for the store will be to add CMM's Christmas store items.

Old Business

Ariana will schedule a website critique meeting to go over CMM's current website. She also asked if we are planning to send out a Giving Tuesday campaign. She and Mary Ann will work on it this week and will ask for feedback.

Meeting adjourned at: 12:55pm

Submitted by:
Ariana Rubin