

Operations Committee Meeting October 2023

1200 West 35th St, River Level



Date and Time

October 2nd, 2023

Start: 2:00 PM

End: 3:35pm

Attendance

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

Agenda for October 2, 2023, Operations Board Meeting

1. Approval of September 5, 2023, Minutes
2. Operations Chair Report—Goals for the new year
 - a. Report on CMMFestival—run of show (Madeline)
 - b. Progress on Pinkney and Lady Elgin exhibits
3. Collections—Curator
4. Volunteer update—Ariana and Trigg
5. Event Planning--Kath
 - a. Recent and Upcoming events
6. Communication Committee Report—Mary Ann
 - a. October Newsletter
7. Education—Sari
8. 3rd Fridays—Jim
 - a. Upcoming 3rd Friday
 - b. Using Teams for 3rd Fridays?
9. Membership--Ariana
10. CMM Store--Ariana and Kath
11. Old business
12. New Business

Approval of September, 2023, Minutes

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

Operations Chair Report (Jerry)

CMMFestival

Madeline gave an update on what final tasks need attention before the event. Madeline created a spreadsheet with a task list where members of the committee can volunteer to complete them. The list will be distributed to the committee and presented at the next CMMFestival Meeting.

Jerry said he is prepared to cover for Museum Assistants as needed for the event such as front desk coverage. Madeline presented the idea of a scavenger hunt for the breakout rooms. She offered to create a list of potential prizes for the scavenger hunt. Kath said she has some items that can be used as prizes as well.

Madeline will create a schedule for the day of the event, including time for rehearsals, table set ups, call times, etc. Jerry suggested doing a dry, run of show on October 19th. Madeline and Ariana offered to do a breakout room tutorial on the 19th as well.

Mary Ann reported that Tom and Barry will be on WGN on October 15th to advertise the festival.

Progress on Pinkney and Lady Elgin Exhibits

Jerry reported he asked Karen Harris if CMM can be involved with Jackson Park Yacht Club's event to honor Bill Pinkney. CMM is prepared to do what they are asked but will not be forward on taking on responsibilities.

Jim Forney's B-roll will be the first cut of the curatorial videos. Jim provided transcripts along with an example of Bill Pinkney in South Africa, parts of which will be for the exhibit.

Jerry told Valerie to start fabricating the moving walls for the exhibits before the Festival on October 26th so Captain David Truitt can see the installation progress. Jerry asked Madeline to manage moving out the displayed canoes to a safe place. Trigg pointed out removing the Ralph Frese video will involve tedious repair. Trigg asked if it is possible for the monitor to be repurposed for the new exhibit instead of removing it. Trigg moved to proceed with the most cost effective way to remove the canoes. The motion was seconded by Mary Ann. The motion passed. Trigg volunteered to help relocate the canoes and yardbird. Kath pointed out the floor will be affected by moving the yardarm. Jim suggested covering the floor with the large anchor to hide the damage.

Collections Report (Madeline)

Madeline presented an acquisition proposal for a medal from the Lipton Cup donated by Paul Tretton. Madeline moved to acquire the object for the museum's collection. Mary Ann seconded. None opposed.

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 moved to offer business cards for volunteers with the production at the volunteer's expense. Mary Ann seconded. None opposed.

Event Planning (Kath)

Recent Events

Kath reported that our upcoming events include October Third Friday, the CMM Festival 2023, and the annual Lee Murdock Holiday Concert. The concert's proposed date is Saturday, December 9th in the afternoon and early evening. Kath presented serving beverages and participating in a cookie exchange. Kath moved that we accept the holiday concert to be set on

December 9th with the agreement that it is a ticketed event, and that Jim will keep in touch with Lee Murdock about performing two sets. Trigg seconded. None opposed.

Kath inquired about advertising the museum as a venue space to the public. She proposed \$200 for friends or members for maritime related groups. Madeline suggested raising the price for venue rental and services to around \$300-\$1,000 (\$300 for friends, \$1000 for the public). This price includes free parking, docents, and compliments the museum's historical significance.

Communications Committee Report – (Mary Ann)

October Newsletter

Mary Ann reported that Ariana distributed the October Newsletter today. The newsletter's main focus was advertising the CMMFestival and introducing Madeline as our new curator to CMM's members.

Education (Sari)

Sari reported she has created a map of schools within a 6 block radius. She will research how far schools will allow students to walk for a field trip.

Sari announced that she dropped off posters at the museum to advertise the festival. Ariana has distributed these posters around the museum and the Bridgeport Art Center.

Third Friday (Jim)

Jim announced that Larry McClellan will be October's featured lecturer for Third Friday. This lecture will focus on the Underground Railroad in Chicago and northeastern Illinois. Madeline said she will run the virtual stream for Third Friday's lecture from her office.

Jim reported that he is in touch with five other potential lecturers. He is waiting to confirm future dates.

Bill suggested as our new exhibits are opening, we can execute programs featured on each one. Valerie can be a potential speaker for the Lady Elgin exhibit as well as Karen Harris to discuss Bill Pinkney. This can be scheduled for around the exhibit opening. Kath suggested Pamela Rice, the artist who collaborated with Bill Pinkney.

Membership (Ariana)

Ariana presented August's numbers for museum visits, ticket sales, and membership. She reported that CMM received 147 visits for the month of September including Open House and \$465 in ticket sales for the month.

Madeline recommended eventually switching to Microsoft Access for a membership database. Ariana agreed to research this platform.

CMM Store (Ariana and Kath)

Ariana reported that Ted Karamanski was approached by Donald Terras for CMM to acquire a donation of 32 hardcover copies of the Grosse Point Lighthouse..

Madeline announced that a new tenant in the building named Sammy Berk sells antique maps. Kath said we should see a consignment agreement to see if we can collaborate. Madeline said

she can reach out to connections with gift shops to see what their consignment agreements entail.

Old Business

Trigg reported that he has a contact that might be available for HVAC maintenance once or twice a year. Trigg will send the contact's information to Jim who will take over from here.

Ariana will change the HVAC filter in October and write the date on it.

Meeting adjourned at: 3:35pm

Submitted by:
Ariana Rubin