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| **Operations Committee Meeting****April 2022**1200 West 35th St, River Level | Chicago Maritime Museum |

**Date and Time**

Start: 12:00 PM

End: 1:38 PM

**Attendance**

Jerry Tomas, Daisy Morey, Mary Ann O’Rourke, Kath Tomas, Sari Breslin, Dylan Hoffmann, Jim Jarecki, Glenn Braun, Trigg Waller

**Action Items**

**Agenda**

1. Approval of March 1, 2022, Minutes
2. Operations Chair Report
	1. Approval of the HVAC proposal
	2. Building updates
	3. CMM Festival 2022
	4. Education committee
	5. Lady Elgin update
	6. Do we stock the Scavenger Book?
	7. Glenn proposal for store item
3. Collections: Dylan
	1. Updates on Policies (scheduled to bring to a decision at this meeting)
	2. Two acquisition proposals for a vote
4. Communication Committee Report—Mary Ann
	1. Newsletter
5. 3rd Fridays—Jim
	1. upcoming speakers will be discussed
6. Membership
7. Store
8. Old Business
9. New Business

**Approval of March 1, 2022, Minutes**

Mary Ann O’Rourkemoved to approve the March minutes as distributed. The motion was duly seconded and approved. *March minutes are ready for posting.*

**Operations Chair Report**

**Approval of the HVAC proposal –**

Trigg reviewed the status of the HVAC. We’ve gotten three different proposals, two of them significantly higher than the third. The more expensive ones were also the ones Trigg had more concerns about, given the materials being used, drainage issues, and other concerns.

So, he went to the building and asked them to come up with a proposal and worked with the HVAC person that Michael Stelzner recommended. They came in and did a different type of proposal to the previous ones. Jim Jarecki expressed concerns about this proposal in regards to cleaning and filtering the air, as it was home usage level of filtration. He reported back that morning with alternate proposals for the filter, either a larger cloth filter or an electrostatic filter. These filters would add an estimated $3,500 to the project.

The system has two furnaces, one on either side of the space, and draws in air from the outside, cleans and cools the air, and circulates it in the building.

Jim suggested we get someone look at this and give a second opinion on the efficacy of the system. This would be an additional cost, which would be worth it as it is preventing us from making expensive mistakes.

The building proposal will require removing the current heating system and installing new ductwork. Mike would like to get started as soon as the building turns off the heat and he hopes to have it installed by the middle of the summer. He suggested that we will need volunteers to complete the project and asked that we send out volunteer information.

Jim asked how we would be able to control the humidity in the space when the furnace and air conditioning are not running, and worried that we could be making the swings in humidity worse by turning our control of the humidity on and off. He also asked what level of filtration the adder would provide, and what percentage of outside air is being brought in when the system is running. Trigg recommends that these questions could be best answered by the engineering study.

William Derrah asked if the system to draw in air from the outside would have a heat exchange for energy efficiency and asked if our current plan for pulling out the old pipe would risk exposing people to asbestos and if it would be safer to leave it in place.

Trigg said that the pipes are regular radiator pipes with no asbestos, and so it is better to take them out, since that’s where our new pipes need to go, and the current pipes are extremely leak-prone, even when they aren’t turned on.

Jim answered that there is an efficient heat exchange plan built into the system.

Jerry noted that the current ceiling drops debris onto the museum continually, and that part of the new plan would be a plywood second ceiling, basically extending the decorative ceiling over the museum onto the back-of-house areas of the building.

Bill asked if it would be possible to flush out the sprinkler system at some point, as the water is rusty and would likely cause greater damage to the artifacts if they were to go off than if it was cleaner. Dylan noted that inspectors had come by recently and replaced the sprinkler heads but didn’t know if they had flushed them or not. He will ask Malik.

Trigg moved to go forward with the plan that the building (Mike Stelzner) proposed. The motion was duly seconded and passed.

 Trigg moved that the building proposal be modified to include additional filtration. The motion was duly seconded and passed.

 Trigg moved that CMM request the engineering study. The motion was duly seconded and passed.

Jim asked if we planned on closing for a week or two during construction. Jerry said that the current plan was to move artifacts that would be in the way to the Southern Gallery, and to try to schedule the duct work around a Monday.

Jerry thanked Trigg and everyone else who worked on the air conditioning project.

**Building Updates**

Jerry reported an update from Malik on the flood prevention system. They have started installing a complicated system that includes reservoirs for collecting water to pump back into the river, and back valves to control sewage. Malik anticipates that it will be done in 2023.

**CMM Festival 2022**

Mary Ann reported that the festival committee had decided on a hybrid event for the festival this year, and that we don’ t have a tagline yet but that the theme is maritime history and maritime STEAM education, geared towards a younger audience. The festival is currently planned for October 27th, subject to change when the dates for Open House Chicago are announced.

Mary Ann suggested inviting the new 11th ward Alderman, Nicole Lee, to the festival. She is the first Asian-American woman to be elected to the City Council.

**Education Committee**

Jerry reported that we have gotten usage rights from the producers of the Boston TV station that holds the copyright for Captain Bill Pinkney’s footage from the 90s.

We also plan on having Capt. Pinkney at the museum to film an interview for the exhibit. Mary Ann asked if he would be available to talk to the kids at the field trip, giving them copies of his new book, and filming them asking questions that could be part of the exhibit. However, his limited schedule and needing signed releases from each of the kids makes this unlikely. Subsequent to the meeting, Bill agreed to do the first book signing at the museum, which will likely include kids.

**Lady Elgin update**

There are no updates, the potential donation is still being negotiated with the Zych family, Grant, and the lawyers.

**Book Signing**

Charles Poekel requested doing a book signing event of his book, *The Vencedor: The Story of a Great Yacht and of an Unsung Herreshoff Hero in the Golden Age of Yachting*, released in September, 2021. He offered a 50% discount to the museum if we wanted to purchase signed books to sell in the museum gift shop. There were concerns raised about being able to draw a large enough (30-40) audience for the event, since Poekel is based out-of-town.

Jerry decided that we shouldn’t provide refreshments for the event, due to the added cost and staff expense of cleaning, and to advise Poekel that while the event space will be open, the museum will be under construction.

Mary Ann moved to approve hosting the event. The motion was duly seconded and passed.

**Store**

The committee agreed that we need a store committee and to create a policy for purchasing store items. As everyone currently on the committee and staff has a full schedule, Jerry asked the committee members to find new people to volunteer for the store committee. In the meantime, store items will continue to be proposed and approved individually by the operations committee.

Trigg moved to accept twelve signed copies of *Vencedor*, signed by Poekel, for the gift shop. These copies are separate from the books he will sell and sign at the book signing event, those books will be sold directly through him. The motion was duly seconded and passed.

Glenn proposed producing and selling a model of the Chicago Harbor Lighthouse, to be cast from the model he created. He had been working on this project with Don. There was discussion of making resin copies, either Glenn painting them or selling them to kids in “paint-it-yourself” kits. Mary Ann suggested a red light on the inside.

Trigg moved that as the next step in this project, Glenn create a detailed proposal of the cost, labor, and potential profit. The motion was duly seconded and passed.

**Collections Report (Dylan)**

**Updates on Policies (scheduled to bring to a decision this meeting)**

Jim suggested removing the statement that CMM was the only museum to preserve Chicago maritime history. A second suggestion was to remove the line in the proposal about the museum being unable to be involved with politics, though it was unclear to the committee to what extent that is true. Dylan will investigate what other museums do in this regard.

Jim moved to accept the first policy update about the only museum to preserve Chicago maritime history. The motion was duly seconded and passed.

**Two acquisition proposals for a vote**

*Calumet Shipyard and Dry Dock Artifact* collection – Archives, photographs, and records from family members.

Jim moved to accept the Calumet artifact collection. The motion was duly seconded and passed.

*Medusa Challenger Print* - signed print and frame, donated by David White whose father worked on the Medusa.

Trigg moved to accept the Medusa Challenger print. The motion was duly seconded and passed.

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

**Newsletter**

The newsletter was ready to be designed and sent out, no other news from the Communications Committee.

**Third Friday (Jim)**

Russ Green from the NOAA is set to present on the new Wisconsin Shipwreck Coast National Marine Sanctuary. Jim decided to do a virtual presentation this month due to the HVAC, but have an in-person presentation scheduled for June.

**Membership (Daisy)**

There have been 9 new and renewed membership since the last meeting, and March attendance was double February attendance. Visitors have started purchasing memberships in-person.

**Old Business**

Jerry announced that we are changing banks from Bank of America to Chase, because the endowment fund is set up through Chase. There may be issues that arise as we transition, but it will eventually be easier to have them at the same bank.

**New Business**

**Land acknowledgement -** Mary Ann has written a first draft of the land acknowledgement statement and sent it to the historians Jim and Bill. Jim acknowledged that he wasn’t confident enough in regional history to know for certain that every tribe listed was correct, but that the statement looked good to him. Bill suggested not listing every tribe, but leaving it broad, to avoid making mistakes. Daisy advised that in her experience of working on/learning about land acknowledgements, that listing specific tribes and recognizing specific harm is very important to the function of land acknowledgements. The land acknowledgement committee will be Mary Ann, Jim, Bill, Patrick, Kath, and Daisy.

**Upcoming events –** Trigg recommended that someone from CMM attend some of the upcoming museum conferences this year.

* American Alliance of Museums, May 19th – 22nd Boston, Massachusetts.
* American Association of Midwestern Museums, July 19th – 23rd Milwaukee, Wisconsin and virtual
* American Maritime Museums Conference, April 27th – 29th, St. Michaels, Maryland.

Mary Ann moved to adjourn. The motion was duly seconded and passed.

Meeting adjourned at: 1:20 PM

Submitted by:

Daisy Morey