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| **Operations Board Meeting**  **March 1st, 2022**  1200 West 35th St, River Level | Chicago Maritime Museum |

**Date and Time**

Start: 12:00 PM

End: 1:30 PM

**Attendance**

Dylan Hoffmann, Gerald Thomas, Jim Jarecki, Mary Ann O’Rourke, Daisy Morey, William Derrah, Sari Breslin

**Action Items**

**Agenda**

1. Approval of February 1, 2022, Minutes
2. Operations Chair Report
   1. Phase 2 of Exhibit Plans—White Papers for the main exhibits (draft distributed previously)
   2. Eastland Exhibit updated
   3. Lady Elgin update
   4. HVAC update
3. Action Items
4. Collections: Dylan
   1. Collection Policy (attached)
   2. Collection updates (Bill Pinkney artifacts)
5. Communication Committee Report—Mary Ann
   1. Newsletter
6. 3rd Fridays—Jim
   1. upcoming speakers will be discussed
7. Membership
8. Store
9. Old Business
10. New Business

**Minutes**

**Approval of January 4, 2022, Minutes**

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

**Operations Chair Report**

Jerry reviewed the priorities for the year.

Main goals

1. Getting exhibits planned and funded
2. Get HVAC system in place
3. CMM Festival

Secondary goals

1. Get an education program out by the end of the year
2. Get accredited
3. Improve the museum experience, including the store, signage, increasing attendance, marketing, member experience, etc.

Kath suggested revisiting the docent program.

Sari Breslin mentioned the art contest and bookmark project we’re working on.

**Phase 2 of Exhibit Plans—White Papers for the main exhibits**

Jerry reviewed the meeting from Thursday and stated that everyone is on the same page with the white papers, and he is ready to send them to Valerie once we’ve made final changes.

He noted that the schematic designs will help raise funds for the exhibits. The goal to fund all the exhibits at once.

Jerry thanked everyone who worked on the white papers. The document is very professional.

**Eastland Exhibit updated**

Jerry reported that Valerie’s team installed the update to the Eastland exhibit last week. He noted that there are updates needed to the cables, but that the exhibit looks “spectacular,” and provides more space for visitors to watch the videos.

**Lady Elgin update**

Jerry reviewed the possibility of obtaining the artifacts from the Lady Elgin. He is working on a Memorandum of Understanding with all the parties involved. Jerry reviewed the legal differences between a Deed of Gift and a Memorandum of Understanding.

Jim Jarecki moved to accept the donation if it occurs. The motion was duly seconded and passed.

Valerie has agreed to work on a schematic design for the potential Lady Elgin exhibit without being paid, in expectation of it becoming a full exhibit. If that occurs, she would be paid for her efforts as part of our current phase 2 plans.

Dylan has agreed to write a white paper on a potential exhibit for the area around the auditorium, which could be several exhibits and a space for traveling exhibits.

**HVAC update**

Trigg met with Malik from the building, to discuss our needs for heat, cooling, and humidity control. Jim Jarecki noted the need to include ventilation under the list of requirements, though this is inherent to the HVAC system and may not need to be stated explicitly.

We have received two third party (not associated with the BAC) proposals, one for $250,000 and one for $500,000. Neither proposal addressed humidity control, and both assumed our current method of heating would stay in place.

The BAC’s proposal is currently estimated to be about $125,000. The proposal removes the current heat ducts, installs a full HVAC system with air conditioning and heat, and replaces the ceiling which addresses the air quality. A cooling system and heating system is proposed, with two furnaces, one on the north side and one on the south side. Jerry was surprised that the price was lower than the other two proposals. Trigg is investigating to see if the proposal is sound, which may require an outside engineer.

Kath asked how much it would lower the ceiling, and if it would damage the aesthetic appeal of the wood planked ceiling over the visitor area of the museum (non-visitor areas have an unappealing concrete ceiling). She also wondered why there would be the need for two furnaces for such a small space. The answer is the aesthetic appeal should not be changed in any substantive way.

Kath asked about the time frame, Jerry is unsure of the time frame since we don’t know exactly what they’re doing. A target or stretch goal is to start in late spring or early summer.

Kath asked about protection for the artifacts and about estimated downtime. Trigg is still investigating.

**Action Items**

**The rug issue** has been resolved. Jim asked if the rug would be more effectively placed inside the door, as many non-museum visitors use the hallway and contribute to build up of dirt faster. Dylan offered to clean it and move it inside.

**The window issue** has been partially resolved.

**The sump pump** is sealed, but the utility room still smells bad, likely due to poor ventilation.

Jerry and Sarah are working on creating a list of donors for **the donor board**.

Dylan learned that the building is planning to add duck bill flaps and **check valves**. He asked the building for a time estimate, they said they’re still planning, have started working, and intend to have it finished by the end of the year.

Jerry suggested that since *the Edgewater Society exhibit* would require a fair amount of work, it shouldn’t be on our list of priorities. Mary Ann noted the importance of building relationships with other museums. Jerry agreed, and asked Dylan to write a letter stating that we wouldn’t consider the loan at this time, but are willing to work with them in the future.

**Collections: Dylan**

**Collection Policy**

The collection policy is attached below. Dylan requested that anyone with feedback provide it to him by March 29. The policy will appropriately include any feedback received and will be proposed for a vote at the next OPC meeting on April 5th.

**Collection updates (Bill Pinkney artifacts)**

We have received a Deed of Gift from Bill Pinkney, including foul weather gear, a shell from the USS Constitution, flags, awards, tools from his voyage, personal logs, and a copy of his Coast Guard license.

Dylan moved to accept the items. The motion was duly seconded and passed.

Jerry made a sidebar that he is working with Jim Forni to get the videos with the school kids, along with the rights to use the videos in our exhibits.

**Communications Committee Report – Mary Ann**

**Newsletter**

Mary Ann reported that the March newsletter was in design with Daisy. The newsletter has since been sent out, on March 2nd.

**Marketing Budget**

Jim Jarecki wondered whether we collect current attendance data and if there is a marketing budget that could be used for advertising such as billboards, to increase attendance for the new exhibits. Jerry responded that we don’t currently collect attendance information. Mary Ann stated that there is currently no marketing budget. However, Mary Ann and Daisy are continuing to work on the social media accounts and welcome any suggestions for furthering the reach of social advertising.

**3rd Fridays – Jim Jarecki**

**Upcoming speakers**

There is no one scheduled for March.

**Russ Green** is scheduled for April and will be speaking on the NOAA Marine Sanctuary in Lake Michigan.

**Fred Stonehouse** is still scheduled for December and will be speaking about the Lifesaving Stations.

**Membership – Daisy**

Daisy reviewed the membership data from this month. There were two memberships up for renewal: both renewed and we received four new memberships from the Third Friday event. Two people have also set up smaller recurring monthly donations related to Third Fridays.

**Store**

There has not been much progress from the store in the past month, but Faith has inventory recommendations for the next restock. Jerry mentioned that time for another quarterly store inventory check.

**Old Business**

Mary Ann reviewed the virtual program she and Kath attended on Land Acknowledgements. She also reviewed the email discussions regarding the importance of Land Acknowledgements and resources on creating them. She offered to write a first draft of the statement, which would then be further developed with this committee and the board, and if possible, relevant members of the community. She noted that we are currently the only museum in Chicago without this statement and it is important to do so with some urgency, out of an ethical obligation and for public relations.

Jim expressed concern over the time commitment to historical research required for the statement, but consensus was reached that the primary intention of Land Acknowledgements is to make a commitment to the indigenous communities of Chicago to continuously learn, grow, and repair harm to the best of our ability. The historical background is important primarily as it relates to that commitment, rather than to serve as historical education itself.

**New Business**

Dylan announced the upcoming Chicago River Day is on May 19th and suggested to Jim that having someone speak about environmental issues with the Chicago River would be great for the May Third Friday.

Jerry noted that it has been ten years since we did a strategic plan, and it would be wise to do so again this year for 2023 and beyond. Though not on our current priority list, it should be added. It will be suggested as an action item for the Board of Directors.

Meeting Adjourned at: 2:04 PM

Submitted by Daisy Morey