

AGENDA
MUSEUM COMMISSION
October 11th, 2022 6:00 PM
Harding House, 4th & Court, The Dalles
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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Mike - Julie - Traci - Dawn-
Paulette
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Denise Dietrich-Bokum, Foundation Ex-Officio
Crystal Davis-Ross, Lead Docent

MATERIALS- (will be addressed per agenda, below)

AGENDA

SEPTEMBER MINUTES (DRAFT)

~~FOUNDATION REPORT (not received)~~

~~FINANCIAL REPORTS (not received)~~

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- September Minutes (**vote**)

NEW BUSINESS:

- Barn cleanout 10/16
- Financial updates from the County quarterly?
- Eric, Traci, and Elizabeth reappointments
- Closing in mid-November / reducing gift store inventory
- Roundtable: each Commissioner will have time to bring up their projects for discussion.
- Lead Docent Q/A
- Planning session December 6th
- Volunteer Appreciation party December 15th

NEXT MEETING: November 8th, 2022

FORT DALLE'S MUSEUM

Commission Meeting – October 11, 2022
Meeting Minutes

Commissioners Present: Elizabeth Wallis, Julie Reynolds, Eric Gleason, Dawn Rasmussen, Paulette Brook, Mike Wacker, Traci Griffiths

Members of the Public: Denise Dietrich-Bokum (Foundation Ex-Officio), and Crystal Davis-Ross.

The meeting was called to order at 6:08 pm by Chair Elizabeth Wallis.

3. NEW BUSINESS

A. Review and Approval of Agenda

Julie moved to approve the agenda as presented; Mike seconded. Agenda was approved unanimously.

B. Approval of September Minutes

Traci said that the minutes looked good even though she wasn't able to attend last month's meeting. Eric made a motion to approve minutes, with Julie seconding. Minutes were approved unanimously and are ready to be posted on the website.

C. Barn Cleanout 10/16

Dustin Ervin, (including 13 people and family members / guests) are going to help out. Guests have been offered tours of the museum if they are not able to help out as a goodwill gesture.

The Foundation is also going to offer the workers lunch (pizza from Spooky's) and snacks / beverages (or Denise will fund it herself since it is minimal cost). Crystal and Elizabeth met with county IT to discuss inventory management issues and will have a Wi-Fi hotspot available to have connectivity during the event so they can log into Past Perfect.

Denise has a draft list template ready that includes item number and name (and description), condition, location, and size. She suggested having a tape measure on hand to take dimensions of the larger items. It was suggested that we also take photos of each item, however, at the current moment, we don't know how to import them into Past Perfect but can figure it out later. Paulette would like to have multiple digital images of accessioned items for identification purposes. The purpose of the event is to pull out items and see if there are accession numbers, and separate things from ones that have numbers (moved into upper barn) and those that don't (stay in lower barn).

For the items that are not accessioned, then we can come with a disposal plan for those items first.

Denise said that we have at least 4 organs that are accessioned – we can leave them in the lower barn and note the location in Past Perfect and not accession any more since that would be redundant. She said that we could use painter's tape to affix signs on things so the heavy items can stay down below but still be properly labeled.

Elizabeth mentioned that we need a couple of volunteers to work with the list and be putting the tape onto items, taking photos, measuring, etc. Crystal will interface with Dustin, who will organize the workers. We also will need one of our volunteers to interact with and host the guests.

Denise noted that she has signed us up for a matching gift through Dustin's company, as they match \$15/hour per person and donate that to the organization up to 100 hours per person (which would go to the Foundation as it is the non-profit).

Paulette commented that we use only 2 different colors of paper (one for accessioned / other for non-accessioned) for easier visual identification and that this will make sure things are consistent. She also remarked that we need to use archival tape (not painter's tape) on accessioned items, which is available at the museum office. She also reminded everyone to wear gloves and masks due to potential rodent droppings under the barn. There are masks available at the office.

Denise will bring all the items needed for the food and the lunch set up and work with Crystal to make sure we are set on the day of the event.

Everyone will be there between 9 and 9:30am on Sunday 10/16.

D. Financial Updates from County (Quarterly?)

Elizabeth asked the question whether we need reports on a monthly basis as things don't change much and we can alleviate some of the admin burden on the county to provide updates. After a discussion, however, it was decided to continue with things as they are to provide regular updates as part of the fiduciary duties of a non-profit board.

E. Eric, Traci, and Elizabeth reappointments

All 3 commissioners' terms have expired; all 3 agreed to continue on. Julie moved that we reappoint Eric, Traci, and Elizabeth to the commission, with Dawn seconding. Motion passed unanimously, and the 3 commissioners' names will be forwarded to the City and County for official appointments.

F. Closing in mid-November / reducing gift store inventory

The museum will be closing to the public on Nov. 13, but will reopen only for Empress through the rest of month, which will reduce volunteer stress. Elizabeth also suggested that we do not buy any more books that we sit on through the rest of the winter; Crystal concurred. The aim of the museum is to reopen by the 3rd weekend in March.

G. Roundtable: each commissioner will have time to bring up their projects for discussion

Eric: Updated the commission on the tree that had fallen last winter that had been intended to be carved into a canoe to be displayed at the Discovery Center. However, that fell through. The tree was then cut into 3 sections, and will be milled into boards, which will be used for siding the expansion of the wagon shed. Speaking of which, Eric also reported that the wagon shed expansion project hasn't moved forward as of yet but is on the short list. He suggested forming a sub-committee to look at expanding the roofline of the wagon shed to gather design advice and to work with county building codes. Denise offered to approach the Foundation to see if anyone there is able to join the sub-committee. Traci suggested that we need to keep this within the aesthetics of the Gorge while staying within the architectural constraints. Eric also mentioned that he had spoken to the ceramicist at CGCC and he has been investigating bricks. They always have waste clay from the classes (20-30 gallons) to mix with the material for the gardener's cottage, which have exterior walls with sun-dried brick as insulation. Over the years, the walls were sprayed by irrigation, which caused deterioration of the bricks, which now need to be replaced (about 100). Eric said they had tried molding bricks in the past but that didn't work. He also confirmed that the wagon shed will be closed up for the winter before it snows but after the Empress tours are done.

Julie: Requested a project as she has none at this current time. Elizabeth mentioned the newsletter needs additional help. Denise suggested that we include barn clean out as a feature story that will go into the newsletter which should be sent out before Thanksgiving. Denise also mentioned that we should also reach out to Columbia Community Connections to get coverage of the barn clean out and use it as a way to plug for volunteers. Traci mentioned the newsletter should include a plug for donations, but Crystal mentioned that this is always included.

Mike: No projects to discuss. He would like to sand the old wooden benches, but that would be weather-dependent.

Dawn: No projects; bandwidth is pretty full with the school board.

Paulette: Sent an email to National Archive and Records org asking for info on Fort Dalles muster rolls from 1848-1876; has not heard back but it will take a while. She also sent photos to an entity to get info on an American beauty slot machine in the front hall which has been identified to be highly valuable. Elizabeth mentioned a need to have Past Perfect backed up to paper, and Paulette suggested that we should have backup copies that include a donor file that cross reference Past Perfect using both digital and hard copies. She mentioned that it would be best to have the hard copies off-site in case of fire, so there is backup information. Julie asked if it was enough to just have digital backups offsite, but Paulette said we absolutely need to have a hard backup. Elizabeth mentioned that the county has agreed to make space for us in the county courthouse basement to lodge file cabinets offsite as our

backup strategy. Elizabeth also mentioned that she and Crystal talked to the county and all museum information and systems will be backed up to the county IT archives with no additional action required from us. This will act as a fail-safe of our information being stored at the county.

Traci: No projects to report.

Elizabeth: Has been focused on getting this year's meeting minutes caught up on our website; she is working on it on a quarterly basis. She is also making sure Kathy at the county gets the info also so it can be loaded into their archives.

Denise: Would like to get a vendor lined up who does tree carvings for the 3 stumps on the grounds. That way, when the project is ready to roll, we already have someone already lined up. Elizabeth suggested that Denise pose this as an agenda item for a future Commission meeting.

H. Lead Docent Q&A

Crystal said that we got permission to use the embroidered design which came from a drawing created by Hugh Hillis' mother. She also mentioned that we are going to recycle the lead alloy typeset to Metro Metals, and then sell the two metal cabinets. The metal drawers will be used for maps in the Surgeons Quarters.

I. Planning Session Dec 6th – 5:30-7:30pm

Elizabeth indicated that Dawn will be facilitating this so we can develop a bigger-picture, long term plan.

J. Volunteer Appreciation Party - Dec 15th

Taking place at Route 30 – the Foundation members have been invited and good decorum for all Commission members to be there. Shirts will be handed out to volunteers.

The next meeting is scheduled for November 8, 2022 at 6pm.

5. MEETING ADJOURNMENT

The meeting was adjourned at 7:05 pm.

Respectfully submitted,

Dawn Rasmussen

Fort Dalles Museum Board Secretary

October 11, 2022