

AGENDA
MUSEUM COMMISSION
November 8th, 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
OCTOBER MINUTES (DRAFT)
FOUNDATION REPORT
FINANCIAL REPORTS

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- October Minutes (**vote**)
- Reappointments for Eric and Traci?

NEW BUSINESS:

- Planning session December 6th
- Volunteer Appreciation party December 15th

NEXT MEETING: December 13th, 2022



Commission Meeting – November 08, 2022
Meeting Minutes

Commissioners Present: Elizabeth Wallis, Julie Reynolds, Paulette Brook, Mike Wacker, Traci Griffiths, Eric Gleason (arrived at 6:10pm)

Commissioners Excused: Dawn Rasmussen

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

The meeting was called to order at 6:04pm by Chair Elizabeth Wallis.

3. NEW BUSINESS

A. Review and Approval of Agenda

Paulette made a motion to approve the agenda as presented, with Traci seconding; the motion to approve the agenda was passed unanimously.

B. Approval of October Minutes

Crystal had a change to the name for under the barn clean out to correct the names to reflect Dustin Ervin, not Dustin *and* Ervin. Mike moved to approve the minutes as amended, with a second from Julie. The motion to approve the minutes was passed unanimously, and the minutes can now be posted on the website.

C. Foundation Report

Denise reported that several grants were brought to her attention; one was expired and another one is about to expire. She has not had time to review them yet. She did mention that the grants would need to be a joint effort at some point, as we would need to look at the Foundation being a 501c3 and the Museum being owned by county / city. We've run into this issue before.

She mentioned that several of the grants had to do with preserving collections and requested Paulette's assistance. Denise highlighted one grant for adding UV insert films for windows, ironically. She will give a summary of the grants later and send web site links to Elizabeth and Paulette to review. Elizabeth asked about the preservation grant, whether it includes personnel or materials. Paulette said that this depends on how the grant is worded.

Museum assessments could also be part of grants... however, the last one we had done was in 2015; Julie has the materials from the previous assessment. Denise noted that while the work is not too hard for writing the grant, but sometimes the grant reporting requirements can be difficult and overwhelming

Denise also noted she did the volunteer hours for the month. For the past month, no new marketing / PR, Ron Hageman met with Denise to discuss smaller plywood signs which are 3' high that need some help where some screws are starting to pull away. She suggested having it stored in an outbuilding so it is out of the weather. Nothing has been done yet, so Denise will review onsite and talk to Ron about it. Eric said he could pull the signs down this weekend and Crystal will find a place to store them, and let everyone know.

The barn cleanout was awesome. The workers were pulling things out quickly, and they got a system down. Paulette's suggestions of the two colors was great. Everything is much more manageable and at least we know what we have. Elizabeth is meeting with The Civic Board to talk about what to do with the ginormous banister which they wanted back. Denise is following up on the payments from Avangrid), but hasn't seen a check yet.

Randy Katz said he would serve on the vehicle building board and Ron Hageman is yet to be confirmed. Denise noted that the Christmas volunteer party time needed to be corrected and she will get that to everyone.

D. Financial Report

In Mike Middleton's absence, Elizabeth made a quick financial report. She reported that resources are \$34,000 greater than last year this time, admissions up 263% over last year, interest is also up as rates are going up, but memberships are lower than expected as we have not had time to do a membership drive. Personnel costs are on target at 21%, and we are finishing the year strong. Admissions are on track to reach \$40,000 by end of year.

E. Eric and Traci reappointments

Elizabeth checked with Eric and Traci to see if Mayor Mays had been in touch with them to be reappointed, which hasn't happened yet. Elizabeth will follow up with the mayor to keep these reappointments set up.

F. Planning Session – December 6th (at Museum at 5:30pm) and Volunteer Appreciation Party – December 15th

Elizabeth reminded everyone about these two upcoming events. Crystal is assembling the volunteer thank you bags for the party. Elizabeth is going to have a baker friend of hers to put something into the bags as well.

G. Lead Docent Report

Crystal reported that the October 16 barn clean-out went well, and didn't take more than 3-4 hours. She also said that the Museum will be closing November 13 for the season. Crystal will be working Mon-Fri from 9am-4pm and working with volunteers to clean up, move things, and freshen things up for the spring re-opening.

Last Friday, Marla and Suzanne came to the Museum, and found Ms. Finch's green velvet dress in the mural, and then redressed one of the mannequins in the ladies' room. That dress will be located next to the Sorosis desk, once it is moved. We still need newsletter articles. As soon as the last 2 articles are done, then it can go out and will include information for people to renew their membership.

She wrote an article about Jim Cooper (one of our volunteers who is 87 years old), and was hoping to have something from Denise about the barn and the Foundation. It was pointed out that Marilyn is older than Jim. The newsletters are going out 2x year for the Museum. Elizabeth also said we need to provide a "goodbye to Cal" article, as well as mention that the cruise ships are coming back.

We should also call out the phenomenal efforts of the volunteers for keeping the Museum going during covid, and Mike thought it would be great to write an article about the Museum's relationship with the county and city, and thank them for their ongoing support.

Elizabeth also mentioned that we should talk about how we now have a full Commission, and Denise mentioned we should talk about how awesome the grounds look. We also hosted a travel writer last week.

As a side note, Denise said that we should take pictures of weddings onsite to remind people that the grounds are available for small events. Crystal suggested that all Commissioners should have their holiday photos taken on the front porch of the Museum. Elizabeth expressed concern about advertising the Museum as an event venue because we have a lot of city / county policies that need to be cleaned up. It was agreed that we need to wait on mentioning the event rentals until that policy is finalized. The county wants \$2 million event insurance and a hold harmless clause to cover the venue, so we have work to do with the insurance, OLCC, and policies which involves a lot of paperwork.

Separately, Crystal mentioned that there was an incident in the last week involving neighbor children (under 10 years old) climbing on the tree stumps, and had to tell the kids not to play there. Since last week, she has not been opening the big gate out of caution for this reason. Elizabeth mentioned that we do have basic liability with the county that would cover any accidents, but also suggested putting up a sign saying no playing, and then taking a photo of it as proof of risk mitigation.

Elizabeth said we should move forward with the \$275 advertising opportunity with the chamber.

It was also mentioned that we now have enough t-shirts for all of the volunteers for their party.

H. Open roundtable discussion

Paulette: She was recently on a road trip and visited several museums. She said the Studebaker Museum offered the public an opportunity where they could "adopt" an item in the museum, which Denise mentioned that there is a

grant for this. Paulette was wondering if this would be a possibility for us to give people buy-in into the museum. Part of that adoption fee could go towards conservation / preservation and the rest could go towards general program funds.

A discussion began about whether the cars are ours in the barn; they are privately owned by two brothers (Larry – deceased) and the other brother has memory issues. Part of the deal when they were sold by the American Legion was that they were to be displayed. A question was raised about what happens to the cars when both brothers pass. It was also mentioned that we should charge a rental fee for the space for the cars. Eric thinks we have paperwork validating those statements. All the wagon vehicles were transferred to the museums and sold the motorized ones to the Hendersons.

Denise said people could adopt the Anderson House, and a financial portion of each adoption will be dedicated to a vehicle shed. Paulette said it is a way to donate to the Museum and have ownership. Elizabeth asked Denise whether this would be a Foundation project; Denise said it needs to be a co-project since it has to follow the guidelines for the collection.

Mike: Thought it would be great to have a photo of the mural on the east side of Oliver's (near Sawyer's) displayed next to the desk.

Denise: Will leave an item that came in the mail to the Foundation about laminated bookmarks for Crystal. Since we sell books, this makes sense. They can be purchased, or given to volunteers, or handed out.

Eric: Regarding the Ponderosa being milled to add to the wagon building expansion to add a bigger front awning... He hadn't talked to the person yet but will chat with him about the progress. They also haven't gotten together to discuss the Museum building but will set up a meeting with Randy and Ron, as well as Traci so they can look at things. They do need to check the design to make sure that when they put the piers in that they don't disturb any archeological sites.

Eric has been in contact with folks that do typesetting as a hobby and profession, and they posted on their forums that we have this typesetter that was going to be scrapped or reused. There is one community press in Olympia (non-profit) group that works with people; they had a fire and lost everything, so they are hoping to restock by purchasing the font and cabinets for \$500 which is reasonable, as this offer is more than the scrap value. Now we need to figure out how to get it up to Olympia. Elizabeth asked about the Museum's relationship with Western Moving and Storage which is listed on our website. Maybe they can help by providing the Olympia museum a friendly rate; Eric will follow up on this.

Mike asked Crystal to make sure the irrigation was turned off; she said it was and the water fountain as well, and the irrigation has been drained. The wagons are getting tarped the week before Thanksgiving.

Elizabeth is submitting the cruise ship counts but will wait until she gets the last 2 recorded. She also wanted to let the Commission know that she and Crystal are having a conversation with human resources. The title Crystal was hired under was very restrictive, and she has tackled many additional tasks. We don't have a replacement for Matthew Klebes, so there is no direct supervisor for Crystal right now. Once the new person is hired, they will be asked to redefine Crystal's role to be more reflective of what she is actually doing, which will take place in the spring. This will provide a different title and pay rate, and affect our budget.

Elizabeth also mentioned her upcoming out-of-country travel and noted that Eric was in charge.



The next meeting is scheduled for December 13, 2022 at 6pm.

5. MEETING ADJOURNMENT

The meeting was adjourned at 6:54 pm.
Respectfully submitted,
Dawn Rasmussen
Fort Dalles Museum Board Secretary
November 21, 2022

Notes for Museum Financial Statements as of October 31st, 2022

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 4th fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 33.3%.

Revenues:

- Total Resources (Revenues) are \$34,237 greater than last fiscal year at this time
 - Primary revenues – not including Memberships are all well above the straight-line execution rate of 33.3%
 - Admissions are up 263% over last FY at this time with a budget execution of 79%
 - Operating revenues are executing at 69% overall
- Beginning fund balance revenues are still being reviewed – no changes are expected
 - Beginning Fund balance shows a increased \$32,233
- Interest is up as rates are now increasing - \$1,138 more than last FY
- Wasco County transfers are fully transferred in (From General Fund & Special Economic Development Fund)
- The Dalles has made all scheduled payments
- Memberships are low, perhaps more than expected

Expenses:

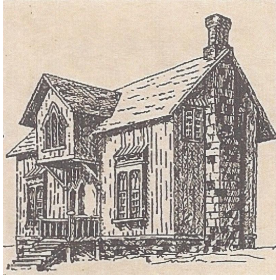
- Personnel costs are executing at 21% due to staffing
- Operational costs are executing at 15% vs the straight-line rate of 33.3% so the Museum is well within budget expectations.
- No concerns in Capital or Contingency
- The \$18K in Capital – Building Improvements was included in the budget to specifically utilize the Martin Donation restricted funds
- The prior fiscal year is in the closing process – no further changes are expected

Summary:

The Museum has finished the year strong with a strong start to the new fiscal year. The admissions at \$19,686 by the end of October means having double that by the end of June is not out of the realm of possibility. That means Admissions are on the path to reach \$40K by the end of the fiscal year. This type of performance in Admissions puts the Museum on a path to have fully recovered from the COVID hit to revenues.

October 2022 Museum Financial Report

		FY23			FY23		FY23 -	FY23 /
		Budget	FY23 Actual	FY22 Actual	Actual -	Budget	FY22	FY22 %
Revenues:								
Nonoperation Revenues								
Beginning Fund Balance	400000	90,011	114,903	82,661	24,892	128%	32,242	139%
Restricted Fund Balance	400100	144,374	144,374	144,374	-	100%	-	8%
Interest	417100	1,500	1,572	434	72	105%	1,138	362%
Transfer General	451010	17,500	17,500	17,500	-	100%	-	100%
Transfer Economic Develop	452080	5,000	5,000	5,000	-	100%	-	100%
Transfer Capital Fund	453260	-	-	12,500	-	#DIV/0!	(12,500)	0%
The Dalles	412175	22,500	7,500	7,500	(15,000)	33%	-	100%
Total Nonoperational		280,885	290,849	269,969	9,964	104%	20,880	108%
Operating Revenue								
Admissions	411150	25,000	19,686	5,416	(5,314)	79%	14,270	263%
Memberships	411345	3,000	65	270	(2,935)	2%	(205)	-76%
Merchandise	411220	2,000	922	301	(1,078)	46%	621	206%
Donations	419100	2,500	1,803	3,131	(697)	72%	(1,328)	-42%
Total Operational		32,500	22,475	9,118	(10,025)	69%	13,357	246%
Total Revenues		313,385	313,324	279,087	(61)	100%	34,237	112%
Expense:								
Operational								
Personnel	51	56,137	11,853	15,814	(44,284)	21%	(3,961)	-25%
Advertising & Promotion	521100	5,000	-	422	(5,000)	0%	(422)	-100%
Postage	521125	500	-	-	(500)	0%	-	0%
Contracted Services	521500	30,000	2,561	-	(27,439)	9%	2,561	0%
Telephone	522100	1,400	251	358	(1,149)	18%	(107)	-30%
Utilities	522115	7,000	1,472	2,534	(5,528)	21%	(1,062)	-42%
Meals, Lodging & Registration	523500	1,000	-	-	(1,000)	0%	-	0%
R&M Equipment	525115	500	-	200	(500)	0%	(200)	-100%
R&M Buildings	525130	5,000	273	1,422	(4,727)	5%	(1,149)	-81%
R&M Grounds	525145	5,000	-	1,456	(5,000)	0%	(1,456)	-100%
Supplies	526100	4,500	886	290	(3,614)	20%	596	205%
Books	526190	-	198	515	198	#DIV/0!	(317)	-62%
Equipment-Copier	527125	1,032	-	222	(1,032)	0%	(222)	-100%
Total Operational		117,069	17,494	23,234	(99,575)	15%	(5,739)	-25%
Capital								
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%
		18,000	-	-	(18,000)	0%	-	0%
Contingency								
Contingency	570000	178,316	-	-	(178,316)	0%	-	0%
		178,316	-	-	(178,316)	0%	-	0%
Gain/(Loss)		-	295,830	255,854	295,830		39,976	16%



**Fort Dalles Museum and Anderson
Homestead Foundation**
PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
October 2022

Fundraising/Projects

No recent activity.

Financial/Grants

Several grants have been brought to our attention. One has expired but is an annual grant regarding the collections. All would require a joint effort between Museum and Foundation. If time permits, will review at November Commission meeting. If not, will review and forward information to Commission for discussion in December.

Volunteer

Volunteer Hours (Museum support) for July & Aug were 12.0, est value (12 x \$20) \$240.

PR/Marketing/Promotion

No new activity.

Other

During Sept's meeting the following items were reviewed/discussed:

- Still awaiting photos (in some cases) and bios for Foundation members.
- Ron & Denise met & are working on prepping the wood for the outdoor signs for the winter. Decision was made to keep the signs indoors for the winter & mount before the Museum opens in March (weather permitting).
- 13 Avangrid employees (plus family & a few volunteers) helped with the lower Anderson barn clean out & moving. It was a huge success and a lot of fun for all involved. Avangrid will donate \$15/hour/employee to the Foundation (501c-3) as part of this effort. These donations are for up to 100 hours per employee, so we could receive more reimbursement if we have another project for them.
- Randy Kaatz has agreed to be on the Vehicle Building Committee. Ron Hageman seemed amenable but awaiting final word from him. Contact info will be forwarded to Eric Gleason once everything has been confirmed.
- Invitation was extended to members (+1) to the Museum Christmas party. Please confirm time. Denise will confirm # of Foundation attendees after the Nov meeting.

Next meeting is on Nov 14.

Submitted,
Denise Dietrich-Bokum
11/06/2022

Notes from Fort Dalles
October 2022
For November 2022 Commission Meeting

October 16th Dustin Ervin and his crew from the Avangrid Renewables, met with us to clean out the lower barn at the Anderson Homestead. This project went very well with all the accessioned items going into the upper barn and non-accessioned items organized into the lower barn waiting for disposition.

The museum will be closing for the season November 13, 2022. We will be open for the Empress on November 17th, 2022.

I will be working in the Museum 9- 4 Monday through Friday. This will enable volunteers to come and work on their projects: changing exhibits, moving furniture, cleaning, freshening everything up for the Spring reopening.

We still need articles for the newsletter that I will be sending at the end of November. The newsletter also is a reminder to members to renew their membership.

Just a reminder, Volunteer Party is December 15th 5-7pm at Route 30. This is our chance to recognize our volunteers.

-Crystal Davis-Ross