

AGENDA MUSEUM COMMISSION

January 11th, 2022 6:00 PM

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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
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Matthew Klebes, Wasco County, Administrative Services Director
Denise Dietrich-Bokum, Foundation Ex-Officio
Cal McDermid, Director

MATERIALS- (will be addressed per agenda, below)

AGENDA

DECEMBER MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL and TREASURER'S REPORTS

UV / CURTAIN REPORT

NEW BUSINESS:

- Review and approval of the Agenda - **attached. Vote.**
- December Minutes- **attached. Vote.**
- Foundation Report - **attached**
- Director's Report - **attached.**
- Financial and Treasurer reports- **attached**

OLD BUSINESS:

- Volunteer policy - Julie
- Wagon building expansion - Traci and Eric
- 2022 Gala -Elizabeth and Dawn
- Door for Cal's office? - Mike W.
- Upstairs SQ closet- Eric
- Dawn Rasmussen has been appointed.
- 1k donation - Cal?
- UV / Curtain assessment **attached-** Eric

NEXT MEETING: February 8th, 2021

Minutes from 1.2022 Meeting

Call to order: 6:05 pm

Commissioners: Elizabeth Wallis, Eric Gleason, Mike Wacker, Julie Reynolds, Traci Griffiths, Dawn Rassumussen

Members of the public: Cal McDermid, Denise Dietrich-Bokum, Matthews Klebes, Mike Middleton.

Motion to approve the Agenda: Mike moved to approve, Traci seconds, motion carries.

December Minutes: Julie moved to accept the December minutes as presented, Mike seconded, motion carries.

Foundation report: Denise read the Foundation report. Denise relayed she and Cal's conversation with Cole Malcom, who is an engineer at KODL on the morning of Jan 11th. He has a hereditary blindness condition, and a conversation about accommodations for sight-impaired at FDM/ AH ensued. Denise suggests that perhaps Cole could act as our consultant as we introduce exhibits and signage that are more accessible for those who are sight-impaired. Denise is of the opinion that there would be grants to support such an endeavor. Elizabeth expresses that she is concerned about time and financial commitment. Eric agrees that it is a project that is easy to scale. Mike Wacker would like to invite Cole to a Commission meeting. Denise said that she would reach out to Cole and invite him to meet with Cal at the Museum. Dawn emphasized the need to let the press know if we are able to implement accommodations.

Director's Report: Cal read the Director's report. Cal has started to have monthly volunteer meetings. Julie expanded on the Volunteer meeting. Next volunteer meeting is scheduled for February 14th.

Financial report: Mike Middleton reported on the financial situation. He mentions that the transition to the MUNIS system has been completed and has gone smoothly. Elizabeth inquires after a \$1k donation that Cal mentioned at the December meeting. Cal and Denise cannot recall having received that amount, Mike says he will check the finances and follow up. Denise has a question about what proportion of our admissions are cruise ships vs. walk ins. Mike says he can make that determination. Dawn brings up that she had difficulty making an on-line donation via credit card.

Conversation ensues between Elizabeth and Denise about transitioning Square from the Foundation to the County. Dawn clarifies that PayPal appears to her to work, but the credit card option does not appear to be. Mike M chimed in that although credit cards are currently "flowing through" the foundation, that is imminently to be changed to go through the County, hopefully by the end of January.

Julie is asked to update the Commission on the Volunteer FAQs. She has reached out to the volunteers to see what their questions are and now we are in need of answers. Elizabeth mentions that there are instances where the County will be asked to provide guidance.

Eric reports that he and Traci have not had an opportunity to move forward on the wagon building expansion.

Dawn recaps the Gala planning, and indicates that by the February meeting we will have a more fully-formed budget, both expense and anticipated income. Dawn cautions that coronavirus may require us to be sure that we have flexible cancellation policies. Mike W asks for clarification about the expected attendee count.

Elizabeth circles back on the December meeting conversation about having a door between Cal's office and the SQ kitchen. The Commission expresses support for Cal's assertion that a door is not appropriate at this time.

Upstairs SQ closet- Cal says this space has been cleaned out, and hopes to get plastic up to protect the contents of this closet and the individuals working in that space. Eric says that he may be able to check on the loose material. Mike W. asks if the County can assist, Matthew says that he might be able to help, but his crew is very busy attending to snow and is shorthanded. Eric agrees to assist and will reach out to Matthew if he needs an extra pair of hands.

Dawn Rasmussen has been appointed by the County to serve out Daliea's term, which is set to expire 12.31.204. Dawn agrees to be appointed as Secretary.

Elizabeth brings up that she has contacted Sandy MacNab, of Dufur, to invite him to join the Commission. Sandy declined but provided the names of others that he thought might be a good fit. There is a brief conversation about the others.

Eric is asked to debrief about UV window coverings, for those windows that were not addressed in the initial opportunity. Denise says that there is approx. three thousand dollars remaining in the fund for UV protection. Eric suggests that we consider using a free-hanging UV screen for the non-recessed and unusually shaped windows that remain. Mike and Elizabeth thank Eric for his dedication to seeing the UV project through.

Cal mentions that he has put Fort Dalles on the Chamber's calendar to host Business After Hours in July. He will update us as the date gets finalized.

Meeting adjourned: 6:52 p.m.

Minutes accepted and approved at February 8th, 2022 meeting.

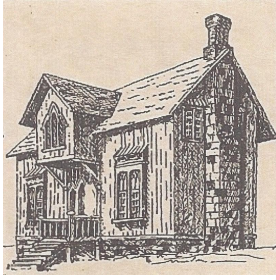
~Elizabeth Wallis, Commission Presiden

A report taken from the daily logs for the month of December 2021:

- Admissions collected in December: \$32.00
 - Cruise Ship admissions \$125.00
 - Friendship renewals for December
 - Donations: \$40.00
 - Total Volunteer Hours for December:
-
- The Newsletter has been mailed out. Thank You for all of your help in getting it out. I would like to go back to two newsletters a season if possible.
 - I have an eager group of volunteers who want to continue to work at the Museum through the Winter. We are making a list of things that need to be done. Let me know if you have suggestions.
 - The Vehicle Shed has been covered for the Winter.
 - Barn Cleanup is still on the list.

➤ Respectfully Submitted

Cal



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

FDMAH Monthly Report
December 2021

Fundraising/Projects

\$115 Campaign: Working with Commission to determine future use of these funds

WCCT Sign Grant: Invoice rec'd and paid by Foundation. Sign layout approved. Will be printed at later date & installed before visitors arrive in March. Final report submitted.

Financial/Grants

No new activity. See above Fundraising/Projects for status.

Volunteer

Volunteer Hours (Museum support) for October were 10.0, est value (10 x \$20) \$200.

PR/Marketing/Promotion

Denise and Cal appeared on KODL in December. Cal & Denise plan to be at KODL in January 2022. Focusing on volunteer recruitment.

New Vehicle Stakeout

No activity.

Other

No new business or status change at this time. Next meeting is Jan 17, 2022.

Submitted,
Denise Dietrich-Bokum
01/08/2022

Notes for Museum Financial Statements as of December, 2021

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 6th fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 50.0%.

Revenues:

- Total Resources are \$7,184 greater than the fully budgeted resources expected
 - This means the when opening for the next season, the Museum should be able to further exceed the revenue budget as the season is halfway – barring any additional COVID complications
- Beginning fund balance revenues are not final yet but should not be changing – represents a \$13K decrease in fund balance
 - \$12,500 from The Dalles decreased the loss experienced; another \$12,500 came from Wasco County to further offset the losses (see below)
- Interest is down – LGIP is 0.45% annual rate currently
- Wasco County transfers are in at 100% - includes the additional added in the budget process to assist in the COVID response.
- The Dalles is on track for payments
 - The Dalles budgeted amount includes \$12,500 that was actually paid in last fiscal year. This will change the expected amount for FY22 to be \$22,500 instead of the \$35,000 budgeted
 - No change from last month
- Admissions are up but that is mainly due to being closed last year at this time.
 - The budget has already been exceeded which is great, although the budgeted amount was not much. Prior years have approached \$30K annually so on that basis the budget execution is 18.1%
- Memberships are low, but this is expected
- Donations of \$3,131 exceeds the estimated planned amount
 - No change

Expenses

- Personnel costs are over the straight-line rate due to:
 - overtime, also more than last fiscal year at this time - \$405
 - The increased pay rate done when the salary matrix was adjusted for many employees of the County.
 - Most rates moved 5%
 - At 54% execution, straight-line is 50.0% so right at expectations when the adjusted pay matrix is considered
- Telephone and Utilities are ahead of the budgeted straight-line so should be watched
- 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

Summary

At this point, the Museum is \$12,379 ahead of last fiscal year in total. The financial picture is improving over last fiscal year – actually being open tends to do that... How the last half of the year looks will be dependent on COVID responses – by the public, the rule/policy makers and how the Museum navigates these challenges.

December 2021 Museum Financial Report

		FY22		FY22		FY22 -		FY22 /	
		Budget	FY22 Actual	FY21 Actual	Actual -	Budget	FY22 -	FY22 /	
					Budget	Budget	FY21	FY21 %	
Revenues:									
Nonoperation Revenues									
Beginning Fund Balance	400000	49,894	82,661	96,623	32,767	166%	(13,962)	86%	
Restricted Fund Balance	400100	144,374	144,374	143,158	-	100%	1,216	101%	
Interest	417100	2,400	528	1,141	(1,872)	22%	(612)	46%	
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	12,500	-	-	100%	12,500	0%	
The Dalles	412175	35,000	11,250	11,250	(23,750)	32%	-	100%	
Total Nonoperational		266,668	273,814	274,672	7,146	103%	(858)	100%	
Operating Revenue									
Admissions	411150	5,000	7,036	1,668	2,036	141%	5,368	422%	
Memberships	411345	3,000	270	20	(2,730)	9%	250	1350%	
Merchandise	411220	200	301	82	101	151%	219	368%	
Donations	419100	2,500	3,131	715	631	125%	2,416	438%	
Total Operational		10,700	10,738	2,485	38	100%	8,253	432%	
Total Revenues		277,368	284,552	277,157	7,184	103%	7,395	103%	
Expense:									
Operational									
Personnel	51	42,520	22,881	20,180	(19,639)	54%	2,701	113%	
Advertising & Promotion	521100	2,000	501	1,840	(1,499)	25%	(1,339)	27%	
Postage	521125	500	-	-	(500)	0%	-	0%	
Contracted Services	521500	30,000	-	9,485	(30,000)	0%	(9,485)	0%	
Telephone	522100	1,250	990	471	(260)	79%	518	210%	
Utilities	522115	6,000	3,919	2,548	(2,081)	65%	1,371	154%	
Meals, Lodging & Registratic	523500	500	-	-	(500)	0%	-	0%	
R&M Equipment	525115	500	200	170	(300)	40%	30	118%	
R&M Buildings	525130	5,000	1,422	46	(3,578)	28%	1,376	3092%	
R&M Grounds	525145	5,000	1,896	2,495	(3,104)	38%	(599)	76%	
Supplies	526100	2,000	115	115	(1,885)	6%	(0)	100%	
Books	526190	-	515	-	515	#DIV/0!	515	0%	
Equipment-Copier	527125	1,032	358	430	(674)	35%	(71)	83%	
Total Operational		96,302	32,797	37,780	(63,505)	34%	(4,983)	87%	
Capital									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%	
		18,000	-	-	(18,000)	0%	-	0%	
Contingency									
Contingency	570000	163,066	-	-	(163,066)	0%	-	0%	
		163,066	-	-	(163,066)	0%	-	0%	
Gain/(Loss)		-	251,755	239,377	251,755		12,379	105%	

UV Windows and Window Coverings:

On Saturday the 8th I met Cal at the Museum and we looked at some of the projects on the to-do list. We first looked at the upstairs windows in the Surgeon's Quarters, the ones which we could not fit Indows into. The windows are really quite beautiful and let essential light into the upstairs displays. Curtains do not seem to be a good option. UV films placed directly on the glass are also not recommended. That kind of leaves finding a way to "hang" the UV film over the inside face of the windows, which should be possible with a little imagination and tinkering.

At the Anderson house there are 5 windows that we have yet to fit with Indows. They are the diamond shaped window under the stairs, and the 2 small windows on the south side upstairs hallway and the 2 windows in the north walls in the upstairs bedrooms. Most of these openings do not have finished trim around the windows which will make fitting a little tricky. Now that we have more experience with fitting Indows, I think that we can make them work in these openings. If folks want to go this way I will start the measuring and ordering process.

