

AGENDA MUSEUM COMMISSION

December 8th, 2020 6:00 PM

Virtual meeting via Go-To Meeting

Please join my meeting from your computer, tablet or smartphone.

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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 - Daliea - Donna - Mike - Loyal
- **APPROVAL OF AGENDA**

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Foundation Ex-Officio(s)

Cal McDermid, Director

TREASURER'S REPORT: (attach)

MUSEUM DIRECTOR'S REPORT: (attach)

FOUNDATION REPORT: (attach)

OLD BUSINESS:

- Vote on November meeting minutes (**attach, vote**)
- Update on projects: (roundtable)
 - Eliz. cameras & wifi boost- bid enroute from Seckora
 - Eliz. - website build-out is complete, invoice sent to Foundation
 - Eric and Loyal - Gardener's Cottage Update(**attach**)
 - Loyal- Tree removal-delayed a few weeks
 - Eric and Loyal- jail bars "ready to install"
 - Cal / Mary- newsletters going out 12.8.2020

NEW BUSINESS:

- Donna, Mike and Cal- Christmas cards for volunteers
- 2022 Gala - date selection
- Actions to take re: Foundation design charrette
- Book inventory project?

NEXT MEETING: Via Go-To Meeting January 12th, 2020

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday November 10, 2020
Via Conference Call

Members Present

Elizabeth Wallis-President, Eric Gleason-Vice President, Dalia Thompson-Secretary/Treasurer
Donna Lawrence, Mike Wacker.

Members absent and excused - Loyal Quackenbush

Members of the public

Denise Dietrich Bokum and Mary Davis ex-officio Fort Dalles Museum Foundation,

Wasco County staff Mike Middleton, Fiscal Director-Wasco County, Cal McDermid, FDM
Director.

The Meeting was called to order at 6:10 pm

Approval of the agenda- The motion was made to approve the agenda by Dalia Thompson
seconded by Donna Lawrence the motion carried.

Treasurers Report Mike Middleton Fiscal Director Wasco County (attached)

Mike Middleton thanked everyone for doing a good job during the Covid -19 pandemic.

Dalia Thompson, Secretary /Treasurer deferral to Mike Middleton

Cal McDermid FDM Director Directors Report (attached)

Foundation Report (attached)

Old Business

Vote on October meeting minutes. A motion was made to approve the minutes as corrected by
Dalia Thompson seconded by Donna Lawrence the motion carried

Elizabeth Wallis update on projects: (roundtable)

Elizabeth Wallis cameras Elizabeth will be getting in touch with Seckora about the cameras

Elizabeth Wallis \$200 for website build-out (vote) Elizabeth stated we could take it out of
contracted services. Mary Davis stated there was still \$200 available in Google funds available
for the Immense Imagery. Mike would like the monies to be billed directly to the Foundation.
Dalia made the motion to allow Immense Imagery to do the website work with the
understanding that the Foundation will pay for the work with the left over Google grant monies.

Eric Gleason and Loyal Quackenbush - Gardener's Cottage (attach) Eric added a summary. The
wall is as straight as they are going to get it. They will put some plywood up where the brick is so
it will not sag again and that will be covered with the new siding. They will cover the brick on the
inside. Elizabeth asked if we could put some plexiglass window on the outside of the building so

that visitors could see the interesting structure on the outside. Eric thought it may be feasible to do this. Eric felt that we could probably accomplish this. The only expense is the siding which is about \$600.00 They both are about the same price. Eric could not find fir or pine locally. Eric thought he may be able to find some salvage fir or pine.

Daliea Thompson made the motion we approve the \$600 for the repair of the siding and take that from our Building and Maintenance. Mike seconded it. Eric is going to look for fir or pine siding, but his second choice is for the spruce. The motion carried.

Eric thought that at some point we may be able to have a brick making party for some extra bricks for the inside of the structure.

Wynn Quatt collection documents are all signed. There are two copies at the museum and three at the Discovery Center. There are also electronic copies for the museum.

New Business

2021 Gala

Loyal Quackenbush, Cal McDermid and Elizabeth Wallis have been discussing a formal event at an outside facility. Elizabeth has concerns about doing an event in 2021. Elizabeth is an event manager by trade. Loyal would like to have the event in September and at the Country Club. We are comfortable in saying 2021 is too soon. We could start researching that Steve Lawrence is on the board there. Cal wondered about the history on the Country Club to promote history about the Country Club. Elizabeth proposed a sub committee for a 2022 gala at the Country Club. Elizabeth made a motion to form a 2022 Gala subcommittee with Elizabeth, Donna, Loyal and Cal and Denise. Daliea seconded it. The motion carried.

Tree removal (attach, vote)

Elizabeth reported that the chestnut tree needs trimming. One of the three pines is crowding the other too. The aromatic spruce is dead. There is a bid for \$800.00 from one tree company to complete the work. Mike suggested we talk with Matthew about seeing if the county can help with covering some of the cost with the removal. Elizabeth directed Cal to speak with Matthew to see if the county would be willing to be pay for this?

Closed now for the season-Cal reported that for about three weeks he had trouble getting volunteers and with the less visitors so the hours were losing. We are now closed for the winter season.

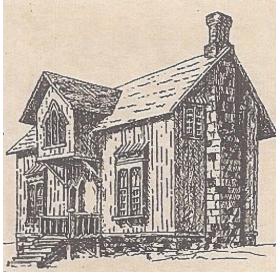
Eric and Loyal- jail bar modification (vote) Eric reported the cement is poured and Loyal will be setting some anchors for the bars. The issue is that bars do have some metal that projects outward. Loyal suggests we cut the projections off. Eric had Chris Bolton look at the bars for ideas. His suggestion is that we fill space with interpretive signs. The bars have stamp marks on them. Eric thinks we could use those parts on the side to mount the interpretive signs for the bars. Eric thought he could talk with Loyal and work out some solutions and see if he (Loyal) would consider the signage as a solution. Cal stated we may have signs already that we could use.

Cal McDermid stated the newsletter will be going out by the end of next week and then the membership letters will be going out.

Mike asked if we could send Christmas cards to all the volunteers to let them know we are thinking about them even if we can not have a Christmas party.

The Meeting was adjourned at 7:19

Next Meeting Tuesday, December 8, 2020 at 6:00 pm



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
November 2020

Fundraising

\$115 for 115 years has been successful and exceeded goals by 117.3% so far. 72 donations have been received for a total of \$8,327.50.

Volunteer Hours: 30 Foundation and 5 Other, total 35, est value (35 x \$20) = \$ 700
Total Expenditures: \$ 14.15 PayPal, \$ 497.40 for stamps, envelopes, other supplies

Financial

- Reminder that the Google grant fund has \$239.54 available to spend on technology.
- A Technology account has been established as a special fund of the Foundation and has funds available.
- The Foundation authorized up to \$250 to cover the additional cost of siding and shingles for the Gardener's Cottage (over & above Commission authorized \$600). Current plan is for Eric to pay for materials and we will reimburse him for overage (up to \$250).
- Tax receipts issued by the Foundation for in kind donations total \$1,530.00 (lifetime).

Volunteer

Since the Museum has been closed most of 2020 due to Covid restrictions, overall volunteer hours are down. Most grant programs recognize \$20-\$22 per hour should be allocated to volunteer hours. Volunteer hours for Foundation members (Museum related) with associated dollar value will be included in a future report.

PR/Marketing/Promotion

Denise Dietrich-Bokum appeared with Cal McDermid on the AI Wynn Coffee Break show on KODL in November. Denise will appear with Cal in January 2021.

Other projects for 2021 are: recreating a Foundation brochure, creating a Facebook page/presence.

Design Charrette

Proposal from Randy Kaatz, Foundation President: I believe that we all agree that a more suitable Vehicle Storage Building is a top priority for the Museum. It is a large undertaking and requires the participation of vested members of both the foundation and the commission. In order to take the vision of the museum to reality requires contributions from every level of the organizations. I would like to host a Design Charrette to move this project closer to reality. A

Design Charrette is a glamorous name for a design meeting. The scope of this effort is best described as a **Master Plan**. As most of you know, it is my profession designing custom homes, small commercial buildings, and developing Master Plans. My years of experience can best facilitate this process. I am requesting participation from both the foundation and the commission. **From the members of the commission, I would like to appoint Eric and one or two other commission members to join our Design Charrette.** Please make your selection and provide me with email addresses and best phone numbers to use. The larger the number of participants in the general session, the more difficult it is to come to consensus. This charrette will be restricted to seven participants in the general session. At some phases we may find it beneficial to bring in experts from various disciplines. One example...we may want to bring in a significant or regular donor for input. We may also want to seek the input from individual(s) that have had significant success in museum operation/management. This will be a brainstorming session and I will establish the basic rules to best achieve the outcome that is best for the long-term sustainability of the museum.

Other

Nothing to report.

Submitted,
Denise Dietrich-Bokum
Mary Davis

12/04/2020

Financial Notes for Museum – November 2020

- 5th month of the fiscal year = 41.7% complete for straight-line analysis
- Audit is complete for the prior fiscal year

Revenues

- Due to COVID – revenues are down considerably
 - \$1,524 in admissions compared to \$22,425 last year at this time
 - \$80 for admissions in November
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
- Interest for October has been allocated
 - Interest is down significantly – LGIP dropped to 0.75% in October; last year at this time it was 2.75%
- Reserved Martin Donation has been reviewed, decreased as some spent last fiscal year but interest factored in to result in a net annual decrease of \$1,670
 - Reported on originally for the October statements

Expense

- Personnel is executing at 39.4%, which is within the straight-line budget expectation
 - All Personnel has been posted for November
- Contract Services has executed at 92.4% already - \$9,235
 - Moved the Immense Imagery costs from Advertising to Contracted Services \$1,760
- Advertising is 22.2% - \$1,110; based on last year's costs – this is in a much better position
 - Statehood Media LLC - \$950 discussed in prior meeting
 - GoDaddy.com - \$160 discussed in prior meeting
 - Immense Imagery - \$1,760 spent in September was moved to Advertising in November
- Grounds Maintenance – only \$1,750 to date compared to \$5,238 last fiscal year
 - \$350 per month, it this holds this will total to \$4,200 by June 2021; big improvement over last year
 - Side note – the savings here could be considered to make up for the spending on Immense Imagery showing in the Contracted Services
- All other expenses are within the budget expectations
- Total M&S expense is \$15,057 – or 31.0% of appropriation

Summary

The fund is in good shape to weather the COVID shutdown. Total budgeted expenditures are \$91K; Support from Wasco County and The Dalles totals \$45K; This means if the Museum was unable to generate any additional revenue, \$46K of fund balance would be utilized – unreserved fund balance is \$97K. This is a worst case situation for the Museum and assumes there is no opportunity to

reopen before June 2021 as well as no memberships sold in addition to fully expending the expenditure budget. I do not view this as probable, but it is a good to know the Museum has the ability to last the fiscal year and still have a healthy fund balance.

The Museum has seen very little admission revenue through November and not much if any is anticipated in December. The big key will be the upcoming membership renewal drive and how that works out – followed by the eventual reopening for the season/conclusion of the COVID closures.

Museum
Monthly Financial Report
Fiscal Year 2021 - November 2020

Filters	
Fd	211
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current			Current Year - Prior Year
				Budget Executed	Prior Year Budget Executed	Year to Year % Change	
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	107,287	96,623	83,145	90.1%	96.1%	16.2%	13,478.06
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	143,133	143,158	144,828	100.0%	100.0%	-1.2%	(1,670.45)
BEGINNING FUND BALANCE-R Total	250,420	239,781	227,973	95.8%	98.6%	5.2%	11,807.61
INVESTMENT EARNINGS-R							
INTEREST EARNED	4,992	873	2,031	17.5%	56.4%	-57.0%	(1,157.95)
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	166	#DIV/0!	#DIV/0!	-100.0%	(166.06)
INVESTMENT EARNINGS-R Total	4,992	873	2,197	17.5%	61.0%	-60.3%	(1,324.01)
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	277,912	263,154	252,671	94.7%	98.2%	4.1%	10,483.60
NON-DEPARTMENTAL RESOURCES-R Total	277,912	263,154	252,671	94.7%	98.2%	4.1%	10,483.60
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	13,000	1,524	22,425	11.7%	80.1%	-93.2%	(20,900.75)
MEMBERSHIPS	9,000	20	1,020	0.2%	12.7%	-98.0%	(999.50)
MERCHANDISE SALES	1,200	82	2,381	6.8%	79.4%	-96.6%	(2,298.80)

Museum
Monthly Financial Report
Fiscal Year 2021 - November 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current			Current Year - Prior Year
				Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	
LICENSES FEES & PERMITS-R Total	23,200	1,626	25,825	7.0%	66.2%	-93.7%	(24,199.05)
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	9,375	9,375	41.7%	41.7%	0.0%	-
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	9,375	9,375	41.7%	41.7%	0.0%	-
MISCELLANEOUS-R	-	-	1,007	#DIV/0!	#DIV/0!	-100.0%	(1,007.25)
CHARGES FOR SERVICES-R	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	715	3,865	11.0%	59.5%	-81.5%	(3,150.47)
MUSEUM OPERATING EXPENDITURES-R Total	52,200	11,716	40,073	22.4%	46.3%	-70.8%	(28,356.77)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	52,200	11,716	40,073	22.4%	46.3%	-70.8%	(28,356.77)
MUSEUM Total	330,112	274,870	292,743	83.3%	85.1%	-6.1%	(17,873.17)
Revenue Total	330,112	274,870	292,743	83.3%	85.1%	-6.1%	(17,873.17)

Expense

MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,392	16,691	15,552	39.4%	36.4%	7.3%	1,138.90
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	1,110	2,901	22.2%	58.0%	-61.7%	(1,791.02)
BLDG REPAIR & MAINT	8,000	46	510	0.6%	8.5%	-91.0%	(464.01)
BOOKS	-	-	546	#DIV/0!	42.0%	-100.0%	(545.87)
CONTRACTED SERVICES	10,000	9,235	-	92.4%	0.0%	#DIV/0!	9,235.00
COPIER - LEASE & MAINTENANCE	1,032	349	380	33.8%	76.1%	-8.4%	(31.78)
DUES & SUBSCRIPTIONS	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	170	-	34.0%	0.0%	#DIV/0!	170.00
MAINTENANCE - GROUNDS	7,500	1,750	5,238	23.3%	69.8%	-66.6%	(3,487.62)
MUSEUM EXPENSES	1,500	-	1,077	0.0%	71.8%	-100.0%	(1,076.52)
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	120	755	6.0%	37.8%	-84.1%	(635.34)
TELEPHONE	1,250	348	456	27.9%	36.5%	-23.7%	(108.04)
TRAINING & EDUCATION	500	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	1,929	2,207	19.3%	22.1%	-12.6%	(277.52)
OUTSIDE PLANT MAINTENANCE	250	-	(40)	0.0%	-8.0%	-100.0%	40.00
SPECIAL EVENTS	500	-	185	0.0%	37.0%	-100.0%	(185.02)

Museum
Monthly Financial Report
Fiscal Year 2021 - November 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
SUPPLIES - MERCHANDISE	100	-	30	0.0%	30.0%	-100.0%	(30.00)
MATERIALS & SERVICES-E Total	48,632	15,057	14,245	31.0%	24.5%	5.7%	812.26
CAPITAL OUTLAY-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	91,024	31,748	29,797	34.9%	27.8%	6.5%	1,951.16
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	91,024	31,748	29,797	34.9%	27.8%	6.5%	1,951.16
MUSEUM Total	91,024	31,748	29,797	34.9%	27.8%	6.5%	1,951.16
Expense Total	91,024	31,748	29,797	34.9%	27.8%	6.5%	1,951.16

Gardener's Cottage Update December 4, 2020

I am happy to report that we continue to make progress on the exterior restoration project at the Garden's Cottage. Loyal, Dennis and I cut and attached the plywood reinforcement sheathing with a bucket full of screws. We then removed the come-along and cables; the wall is now firm and stable. We thought that it would be hard to maintain the structural integrity that we needed if we cut out a viewport for interpretation purposes, so we kept the sheathing solid. The thought is that we can show the construction of the Cottage through signage on the outside, and the existing cutouts on the inside once that space is ready for visitors.

I searched high and low for a local source for the clapboard siding without any success, so I ordered the siding from the little mill in Vermont and it arrived this week. It looks like it will be perfect. The total cost was \$70 over the \$600 allotted by the Commission. We will also need to purchase some cedar shingles to replace the decayed ones that were on the south side of the Cottage. Dennis mentioned that the Foundation could possibly cover the cost of the restoration materials that exceed \$600. I attended the virtual Foundation meeting last week and they offered to chip in \$250 towards the restoration costs, which should be enough to finish the job.

This weekend I intend to work on repairing and replacing the exterior trim boards in preparation to putting on the shingles and clapboards, and we will probably try to put on roofing felt as an underlayment. The sill and threshold at the western door need to be repaired and replaced as well prior to siding, so that is in the works too.

I estimate that we need about 100 bricks to infill and replace the missing ones at the NE corner of the building. I molded a couple of test bricks from dirt that I had on hand, but I think that the clay content might not be high enough to hold them together. I will keep working with Chris Bolton to find a good local source for brick making clay.

The Cottage is really quite an interesting structure. A 1860 map (Figures 6 & 7) of the Fort shows the cottage at its original site. When it was moved to the museum (its second move) it was placed rotated 90° clockwise from its original orientation; what is now the east face was the north face and perhaps the front of the building. What is now the north wall was the west wall that faced the rest of the fort. Both of these sides have the original clapboards. On the north wall the siding has an exposure of 4 ½", the exposure is wider on the east wall. On the south wall the

underlayment behind the cedar shingles is mostly clapboards as well, but here they are short sections installed butting up to one another in an upside down orientation. On the west side, which would have been the back of the building at its original location, it looks like scraps of clapboard and planks of various width were used to side the building. Perhaps they started siding the building on the Fort side, began running out of clapboard on the front, so spaced it out a little wider, and then used the scraps on the rest of the building? It also looks like the building was whitewashed several times, and that it might have been without siding for at least for a little while, as one of the coats of whitewash is on the bricks and framing behind the siding.



FIGURE 1. SOUTH SIDE OF GARDENER'S COTTAGE BEFORE THE DETERIORATED SHINGLES WERE REMOVED.



FIGURE 2. SHINGLES REMOVED FROM SOUTH WALL. SHOWING INVERTED CLAPBOARD SIDING OVER FRAMING AND BRICK INFILL.



FIGURE 3. SW CORNER SHOWING CLAMP USED TO MOVE THE CORNER BRACE BACK INTO PLACE AND THE REPLACED BRICK INFILL PRIOR TO PUTTING ON THE PLYWOOD SHEATHING.



FIGURE 4. PLYWOOD SHEATHING IN PLACE.



FIGURE 5. DETAIL VIEW OF SW CORNER SHOWING THE INVERTED CLAPBOARDS WITH NO OVERLAP!



FIGURE 6. 1860 MAP OF FORT DALLES.

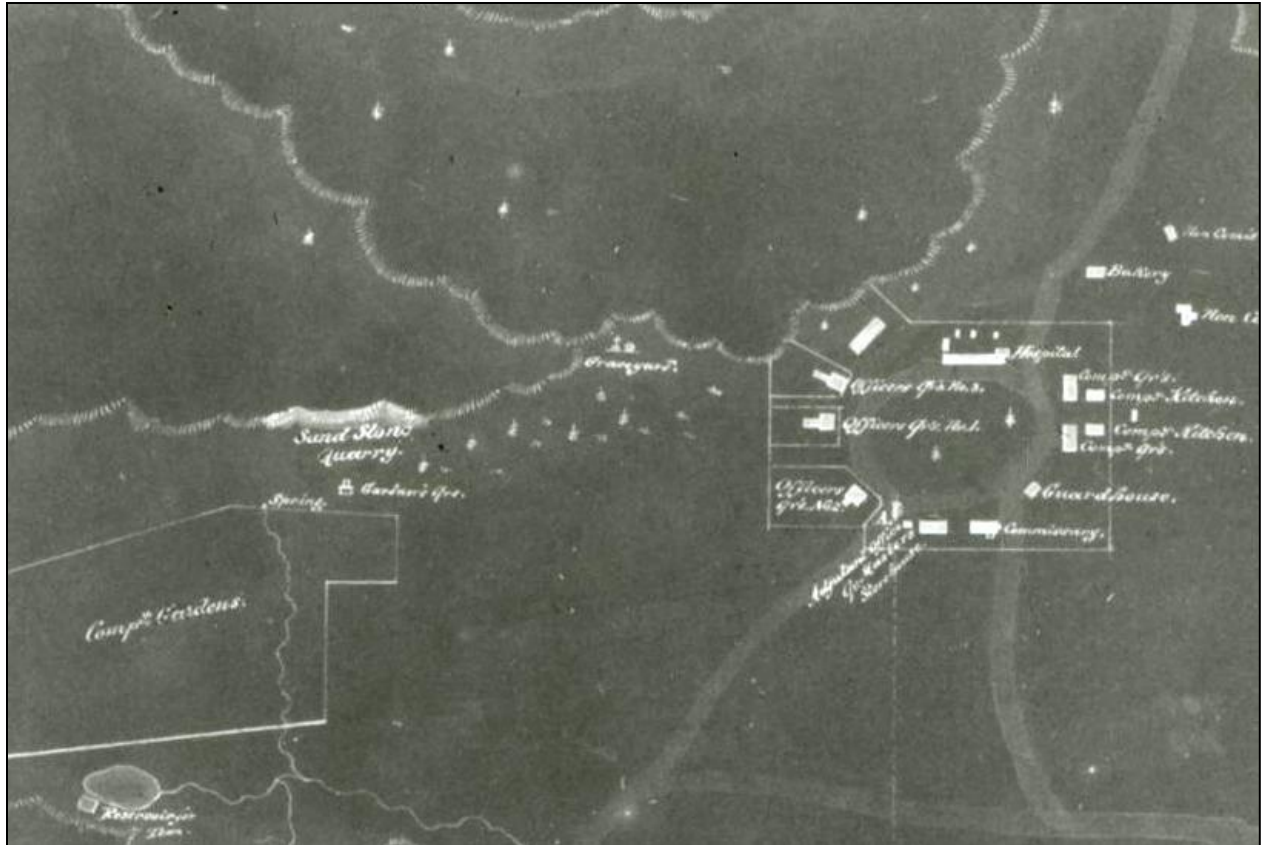


FIGURE 7. DETAIL OF 1860 MAP SHOWING THE COMPANY GARDENS, THE GARDENER'S QUARTERS, AND THE SAND STONE QUARRY ON THE LEFT.