

AGENDA MUSEUM COMMISSION
December 14th, 2021 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 - Daliea - Mike - Julie - Traci
- 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
Dawn Rasmussen, member of the public

MATERIALS- (will be addressed per agenda, below)

AGENDA

NOVEMBER MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT
FINANCIAL and TREASURER'S REPORTS
WAGON EXPANSION SKETCHES

NEW BUSINESS:

- Review and approval of the Agenda - **attached. Vote.**
- November Minutes- **attached. Vote.**
- Foundation Report - **attached**
- Director's Report - **attached.**
- Financial and Treasurer reports- **attached**
- Dalia Thompson's resignation
- Board training in January - Matthew
- Door for Cal's office - Mike W.

OLD BUSINESS:

- ~~Volunteer policy - Julie~~
- Volunteer appreciation 12.16 - Cal
- Donation of \$400? - Dalia
- Wagon building expansion- Eric **attached**
- 2022 Gala

NEXT MEETING: January 11th, 2021

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday, December 14th, 2021
Via Go To Meeting
Minutes

The meeting was called to order at : 6:02 pm

Roll Call

Elizabeth Wallis-President, Eric Gleason-Vice President, Daliea Thompson-Secretary/Treasurer (absent and excused), Julie Reynolds, Mike Wacker, Traci Griffiths

Members of the public and comments

Matthew Klebes, Wasco County Administrative Services Director; Mike Middleton, Wasco County Finance; Denise Dietrich-Bokum, Museum Foundation Ex-Officio; Cal McDermid, Museum Director; Dawn Rasmussen, member of the public.

Approval of amended agenda

Eric made the motion to approve the agenda as amended, Mike Wacker seconded it, motion carried.

Review and Approval of November 2021 Minutes

Julie moved to approve the November minutes as drafted, Eric seconded, motion carried.

Foundation Report -attached

Denise read the Foundation report. Foundation members would like to investigate applying a UV film to the remaining unprotected windows. Elizabeth clarified that there is not a timeline to complete the project. Cal agreed to ask the volunteers to investigate film with support from Eric and Denise. Denise indicated that the Foundation board needs to recruit new members in order to continue.

Director's Report - attached

Cal read the Director's report. He added that the cruise ships owe a little over \$12,000. Elizabeth will help him prepare the invoice to send to the cruise ship company. A discussion ensued about the winter to-do list. Matthew said that he would be able to ask some of his staff to assist Cal moving debris out of the SQ basement. Elizabeth asked Cal to start working through the furniture that is stored under the barn. Denise

would very much like to have more volunteers work with and understand Past Perfect, particularly the membership list.

Traci inquired about a procedure manual for Past Perfect. Denise confirmed that one exists but that nuance is necessary and some training is required.

Cal is focused on creating some documentation around SOPs for the Museum.

Matthew said many of the tarps for covering the wagon shed were donated by Meadows. Mike W. complimented Matthew's crew for their work on the wagon shed, and suggested that a winter project be the recruitment of volunteers. Cal will send a thank you note to Meadows and Matthew's crew- Eric and Matthew have contact info. Mike W. asked who creates thank -you's, Denise said that she does. Cal said it was another example of SOP that he would like to have written down.

Financial Notes and Treasurers Report-attached

Mike Middleton is helping at Center for Living and it is a drain on his time. Mike M. asserts that the \$12k coming in from the cruise ships for 2021 put us in a "really good position" for admissions. Memberships are down, maybe an area of focus. Cal clarifies that membership letters went out with the newsletter, so he expects to see an uptick in Memberships by the end of January. Denise asked Mike M. for an update on migrating Square from the Foundation to the Museum, Mike said he would have something set up in January.

Elizabeth inquired after a \$400 donation that Daliae believes was made to the Museum. Denise and Elizabeth to follow up over email, or Cal can do some sleuthing in the records. Denise mentioned that when a donation is made via Square, it does not always collect contact information.

Daliae Thompson's resignation: Daleia Thompson tendered her resignation via email effective 12.14.2021. Elizabeth asked the Commission for their support of Dawn Rasmussen as a replacement. Dawn introduced herself and provided some background. Dawn agreed to take notes and serve in the role of Secretary. Elizabeth will ask the Commission to respond by the 17th with any objections, and if hears none, will ask the County to appoint Dawn.

Board Training: Kathy Clark at the County has offered to do Board Training for the Museum Commission. This training is scheduled for January 11th at 5:00 p.m. for one hour.

Door for Cal's office: Mike Wacker proposes that we reinstall a door on Cal's office. Cal is interested in the idea, but says it is dependent upon who he has working. Eric offered to meet with Cal and measure the opening to determine if we have a door that would fit. Denise supports a door so that Cal has some privacy. Julie suggests a "Dutch door". Elizabeth suggests that Cal could start with a curtain to see how that works.

Wagon building expansion: Eric discusses a sketch of the proposed expansion. He says that the style mimics the stables that used to be part of the Fort. The entrance will be at the North end of the building, which is the lowest part, and allows the wagons to be moved.

Eric mentions that the Foundation continues to be invested in a new, larger vehicle building. Elizabeth feels that a new building presents a challenge from staffing and utilities perspective. Mike W., Traci, and Julie agree that the Wagon building and restoration of the wagons is our priority. Julie and Eric want to keep the vision of the large, replacement vehicle building as a long-term goal but the general consensus is to separate the two projects.

Traci would like a more definitive drawing of the proposed expansion, including measurements. Eric confirms that some archeological investigation would still be required. Traci will show Kurt the sketches that Eric has created and see if he is able to draw something more specific that is actionable.

2022 Gala:

The Commission prefers the Discovery Center in mid to late September with a target of 175 attendees, a live and silent auction.

Elizabeth would like Cal to reach out to the Membership in May with a save-the-date. Elizabeth mentions that Loyal had indicated in the past that he would cover up-front costs for the auction. She and Dawn will try to put together initial costs to put before Loyal when he returns stateside in late February. We need to be sure that the Discovery center is insured for alcohol.

Mike W. would like to see the Davis' get print press recognition. Cal is asked to pursue.

Meeting adjourned at 8:00 pm

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
November 2021 DIRECTOR'S REPORT
For December 14, 2021, Museum Commission Meeting

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

Admissions collected in November: \$400.00
Cruise Ship admissions in November \$1500.00
Friendship renewals for November: \$ 0.00
Donations: \$58.00
Total Volunteer Hours for November: 78 hours

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.

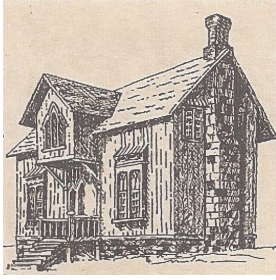
I have an eager group of volunteers who want to continue to work at the Museum through the Winter. We are making a list of things that need to be done. Let me know if you have suggestions.

The Vehicle Shed has been covered for the Winter.

Barn Cleanup is still on the list.

The Museum will be closed on the 24th and 25th.

Respectfully Submitted



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
November 2021

Fundraising/Projects

\$115 Campaign: Project completed. Commission proposed some ideas to consider.

WCCT Sign Grant: Sign drafts have been forwarded to Bohn's. They will submit an invoice before end of the year. Eric, please submit the hours you have spent on mounting brass plaques and on procuring, cutting, painting & mounting wood on the Guardhouse bars. The Foundation needs to submit a final report to WCCT at the end of the year. It includes invoices, volunteer hours, & donated materials.

Financial/Grants

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

Volunteer

Volunteer Hours (Museum support) for October were 18.0, est value (12 x \$20) \$360.

PR/Marketing/Promotion

Denise and Cal appeared on KODL in November. Cal & Denise plan to be at KODL in December, date was changed at the request of KODL.

New Vehicle Stakeout

At this point, the Foundation does not plan any activity for the wagon shed.

Other

The Foundation met on Nov 22, 2021. The Foundation intends to continue, not dissolve, but must recruit additional members to continue. There are advantages to having the Foundation support the Museum, one of the most important is the 501 (c) (3) status of the organization for donors.

Submitted,
Denise Dietrich-Bokum
12/10/2021

Notes for Museum Financial Statements as of November, 2021

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 5th fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 41.7%.

Revenues:

- Total Resources are \$5,921 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 about 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%
 - Has the Museum closed for the season? If not, when?
- 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 - \$400
 - The increased pay rate done when the salary matrix was adjusted for many employees of the County.
 - Most rates moved 5% -
 - At 46% execution, straight-line is 41.7% 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 \$9,516 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.

November 2021 Museum Financial Report

| | | FY22 | | FY22 | | FY22 - | | FY22 / | |
|------------------------------|--------|----------------|----------------|----------------|-----------------|-------------|----------------|-------------|--------|
| | | Budget | FY22 Actual | FY21 Actual | Actual - Budget | Budget | FY21 | 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 | 995 | (1,872) | 22% | (467) | 53% | |
| 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 | #DIV/0! | |
| The Dalles | 412175 | 35,000 | 9,375 | 9,375 | (25,625) | 27% | - | 100% | |
| Total Nonoperational | | 266,668 | 271,939 | 272,651 | 5,271 | 102% | (713) | 100% | |
| Operating Revenue | | | | | | | | | |
| Admissions | 411150 | 5,000 | 5,416 | 1,668 | 416 | 108% | 3,748 | 325% | |
| 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 | 9,118 | 2,485 | (1,582) | 85% | 6,633 | 367% | |
| Total Revenues | | 277,368 | 281,057 | 275,136 | 3,689 | 101% | 5,921 | 102% | |
| Expense: | | | | | | | | | |
| Operational | | | | | | | | | |
| Personnel | 51 | 42,520 | 19,455 | 16,691 | (23,065) | 46% | 2,764 | 117% | |
| Advertising & Promotion | 521100 | 2,000 | 422 | 1,110 | (1,578) | 21% | (688) | 38% | |
| Postage | 521125 | 500 | - | - | (500) | 0% | - | #DIV/0! | |
| Contracted Services | 521500 | 30,000 | - | 9,235 | (30,000) | 0% | (9,235) | 0% | |
| Telephone | 522100 | 1,250 | 875 | 348 | (375) | 70% | 527 | 251% | |
| Utilities | 522115 | 6,000 | 3,307 | 1,929 | (2,693) | 55% | 1,378 | 171% | |
| Meals, Lodging & Registratic | 523500 | 500 | - | - | (500) | 0% | - | #DIV/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 | 1,546 | 1,750 | (3,454) | 31% | (204) | 88% | |
| Supplies | 526100 | 2,000 | 115 | 115 | (1,885) | 6% | (0) | 100% | |
| Books | 526190 | - | 515 | - | 515 | #DIV/0! | 515 | #DIV/0! | |
| Equipment-Copier | 527125 | 1,032 | 290 | 349 | (742) | 28% | (58) | 83% | |
| Total Operational | | 96,302 | 28,147 | 31,743 | (68,155) | 29% | (3,596) | 89% | |
| Capital | | | | | | | | | |
| Building Improvements | 533105 | 18,000 | - | - | (18,000) | 0% | - | #DIV/0! | |
| | | 18,000 | - | - | (18,000) | 0% | - | #DIV/0! | |
| Contingency | | | | | | | | | |
| Contingency | 570000 | 163,066 | - | - | (163,066) | 0% | - | #DIV/0! | |
| | | 163,066 | - | - | (163,066) | 0% | - | #DIV/0! | |
| Gain/(Loss) | | - | 252,910 | 243,393 | 252,910 | | 9,516 | 104% | |