

AGENDA MUSEUM COMMISSION
May 10th, 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
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Denise Dietrich-Bokum, Foundation Ex-Officio

MATERIALS- (will be addressed per agenda, below)

AGENDA
APRIL MINUTES
FOUNDATION REPORT
FINANCIAL REPORTS

NEW BUSINESS:

- Review and approval of the Agenda (**vote**)
- April Minutes (**vote**)
- Foundation Report
- Financial and reports
- Update on applicants

OLD BUSINESS:

NEXT MEETING: June 14th, 2022



Commission Meeting – May 10, 2022
Meeting Minutes

<u>Commissioners Present:</u>	Elizabeth Wallis, Mike Wacker, Julie Reynolds, Traci Griffiths
<u>Commissioners Excused:</u>	Eric Gleason and Dawn Rasmussen
<u>Members of the Public:</u>	Mike Middleton - Wasco County Finance, Denise Dietrich-Bokum - Foundation Ex-Officio, Fiona Ferguson, Paulette Brook

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

3. NEW BUSINESS

A. Review and Approval of Agenda

The agenda was moved to be approved by Julie Reynolds, seconded by Mike Wacker. The motion to approve the agenda as presented was passed unanimously.

B. Foundation Report

Denise Dietrich-Bokum reported that there hasn't been much major activity since March. For the past month, we had 36 volunteer hours. She also mentioned that she had appeared on KODL in March – it was a challenging experience, with lots of non-foundation questions. After consulting with Elizabeth, it was decided to cancel FDM appearances for the next 3 months, and Marsha Wynn was contacted to let her know.

Denise also mentioned that the separation of funds is still moving along thanks to Mike and Elizabeth, but keep getting things popping up that were unanticipated. Four people have been identified as possible members for the Foundation Board, with two likely joining. The next Foundation meeting is scheduled on May 23rd.

Denise wanted to clarify about the technology fund; Elizabeth had thought we had spent it all, which in fact is the Google donation-based grant. We actually have a separate technology fund with limited money.

C. Minutes

Julie moved to approve the April minutes, with Mike seconding; the April minutes were approved as presented and are now ready to be posted on the website.

D. Financial Report

Mike Middleton reported that we are still \$32,000 more than fully-budgeted we were expecting. The only revenue concern is about the amount budgeted from the City of The Dalles which has been overstated. The city gave the \$12,000 step-up payment last fiscal year, (County paid it this year) so that will cause a difference.

Admissions are up; budget has already been exceeded by nearly 1000% - we had prior years where we hit \$25-30,000 and we are already at \$23,000 (budgeted \$5,000). Still see more revenue coming in from the ships. Right now, we could easily see \$26,000 this year. Mike noted a minor typo on his report – he had reported 79% of execution of personnel, but it should be lower due to the staff vacancy since March. He did summarize that we are in a good position financially and are under budget in expense.

Elizabeth wanted to know why we were still being charged for the copier that went away on March 17th. Mike will double-check this to make sure we are not still getting charged for it.

Denise wanted to know about where Fiona's salary is coming from; Mike reported contracted expenses as she is not an employee. Fiona has not been paid yet and she requested to get a copy of the cycle of payment for contractors. Mike said if she reports her hours weekly by Friday, the check is cut on Monday. Elizabeth submitted Fiona's hours to Kayla on April 29, so Mike will follow up to make sure Fiona gets paid.

E. Applicant update

At this point, the position remains open and the search continues. Elizabeth will reach back to county HR to ask them to boost the signal to refresh the job posting where it is currently listed to see what more we can do. The 3 applicants we had were not good fits. The volunteers are working 2x time to keep doors open, and we are doing the best we can. One of the things that Elizabeth is discovering is that if we were to hire a new director / coordinator tomorrow, the process of onboarding them could be very difficult. There is a lot of effort that the volunteers are putting in to keeping the organization going, so this also might also be a good opportunity for the board to find out where things are kept and how things operate so we can fix any internal procedures.

Denise wanted to know about the day-to-day operations: if we were to pick top 3 priorities a new hire would need to do first, what would they be? Financial and workflows were mentioned. Elizabeth said that all of us have different ideas of what this coordinator is exactly supposed to do.

Fiona expressed concern about the job title / position title change as it might not be an accurate representation of what we want. It was suggested that we may need to revisit the job description again; we had voted quickly on changing the description, but as we get deeper into the daily function, we might have a clearer idea of what we want them to do. She was also concerned about having a "warm body" to staff the museum 10am-5pm; what to do with that person after we hire someone? It was suggested that we should have a seasonal independent contract to provide support and scheduling. The part that is the most difficult is the operations (financial, history, etc.) – we should leave that to more experienced people, and focus on getting someone in to handle the staffing. Even a college student could do this on an interim basis, and when they graduate, they could step into the staff role.

Mike Middleton said we need to get a paid staff person into the position to handle the bandwidth and bridge the gap.

Elizabeth said she would reach out to County HR then circle back with the commissioners about offering a temporary position to one of our applicants for the summer to avoid volunteer burnout. It was also mentioned that we should reach out to the CGCC resource center for potential hires.

Denise suggested we offer appointments during the off-season if it isn't a cruise ship; it takes a lot to get the volunteers there and then someone doesn't show up. There's a program called Fair Harbor that could manage paid reservations / having someone onsite to open up the museum. Elizabeth mentioned that we could also "herd" interest into a specific day so we only open on that day for several visitors.

Denise mentioned Alexis Philips as a potential student candidate as she is currently studying history / archeology, and will get Alexis' info over to Elizabeth.

F. Cruise Ship Management

Julie wanted to know about the implications of turning down a ship – are they likely not to schedule again? Fiona mentioned that if it happens a lot, the ship companies would start to question our reliability. Because we are in a hop-on/hop-off format, things are pretty relaxed. They only get upset if something MAJOR happens. She is working with Elizabeth to get contact information of the ship folks to better facilitate communications.

Julie wanted to know about the difference of student membership vs. friendships – she had done a lot of research on this. Denise reported that Cal brought this forward as a legal concern 4 years ago from a seminar he attended. With memberships, you have to have annual meetings and other requirements whereas friendships involve paying money and you get a pass. Cal was very emphatic that this needs to be called "friendships." Julie said she didn't see any references to that online, and the term seems a bit awkward.

Julie also brought up the commissioner vacancy, and might have someone in mind. Elizabeth reminded her that potential commissioners need to attend a few meetings to get a sense of the organization. Sandy McNabb chose to join another organization, so he is no longer a potential commissioner.

Paulette introduced herself and her current pursuit of a Ph.D. in history. She also has been involved in historic clothing in Idaho. She is familiar with conservation of textiles, and the Fort Dalles Museum is now going to be the

focus of her dissertation. Paulette shared some thoughts about director vs. coordinator – the collections management needs to be maintained and there is a lot of work to be done there. Elizabeth said we have never had anyone managing the museum that has that background. Paulette is going to use Past Perfect to get things cleaned up and digitized.

Fiona also introduced herself and gave an overview of what brought her to The Dalles after being born in Capetown, South Africa. She has previously worked in the cruise ship industry and human resources before having to make a transition with her family. She has very much enjoyed her time with Fort Dalles Museum.

4. OLD BUSINESS

We are having a volunteer meeting on Monday, May 16 at 10am outside on the picnic tables, despite a boat being in town. Hopefully a couple of docents can step out help out the visitors. Elizabeth will work with Suzanne on agenda items, and Fiona will be there. Mike Wacker mentioned that we needed to get cones out by the street so cars don't park there to save a spot for the bus. He also gave props to Traci's brother for the great job he is doing on the grounds.

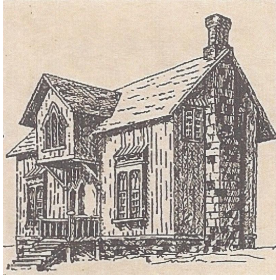
The next meeting is scheduled for June 14th, 2022 at 6pm.

6. MEETING ADJOURNMENT

The meeting was adjourned at 6:59pm.

Respectfully submitted,
Dawn Rasmussen
Fort Dalles Museum Board Secretary
June 7, 2022

Accepted and approved at June 7th Commission meeting
~Elizabeth Wallis, Commission President



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

FDMAH Monthly Report
May 2022

Fundraising/Projects

No recent activity. Some discussion about mailing campaigns and email campaigns.

Financial/Grants

No new activity regarding grants. Much progress has been made regarding transfer of hand records & various spread sheets onto a cloud-based program.

Volunteer

Volunteer Hours (Museum support) for March were 20.0, est value (20 x \$20) \$400.

PR/Marketing/Promotion

No new activity.

Other

We have two new members on the board, replacing Mary & Dennis Davis. Both have grown up in The Dalles and have strong community ties and different strengths to help our Foundation. We will continue to recruit.

Next meeting is on July 18.

Submitted,
Denise Dietrich-Bokum
06/12/2022

April 2022 Museum Financial Report

		FY22		FY21		FY22	FY22 %	FY22 -	FY22 /
		Budget	FY22 Actual	FY21 Actual	FY21 Actual	Actual - 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	8%	
Interest	417100	2,400	1,071	1,610	(1,329)	45%	(539)	67%	
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	18,750	31,250	(16,250)	54%	(12,500)	60%	
Total Nonoperational		266,668	281,856	295,141	15,188	106%	(13,285)	95%	
Operating Revenue									
Admissions	411150	5,000	23,175	2,045	18,175	464%	21,130	1033%	
Memberships	411345	3,000	270	3,255	(2,730)	9%	(2,985)	-92%	
Merchandise	411220	200	362	143	162	181%	219	153%	
Donations	419100	2,500	3,781	4,660	1,281	151%	(879)	-19%	
Total Operational		10,700	27,588	10,103	16,888	258%	17,486	273%	
Total Revenues		277,368	309,444	305,244	32,076	112%	4,201	101%	
Expense:									
Operational									
Personnel	51	42,520	37,868	33,578	(4,652)	89%	4,290	13%	
Advertising & Promotion	521100	2,000	1,297	4,597	(703)	65%	(3,300)	-72%	
Postage	521125	500	232	110	(268)	46%	122	111%	
Contracted Services	521500	30,000	403	16,185	(29,598)	1%	(15,782)	-98%	
Telephone	522100	1,250	1,042	914	(208)	83%	128	14%	
Utilities	522115	6,000	6,218	4,404	218	104%	1,814	41%	
Meals, Lodging & Registratic	523500	500	-	-	(500)	0%	-	0%	
R&M Equipment	525115	500	647	331	147	129%	316	95%	
R&M Buildings	525130	5,000	1,422	20,010	(3,578)	28%	(18,588)	-93%	
R&M Grounds	525145	5,000	3,296	4,166	(1,704)	66%	(870)	-21%	
Supplies	526100	2,000	1,970	596	(30)	98%	1,374	231%	
Books	526190	-	515	-	515	#DIV/0!	515	0%	
Equipment-Copier	527125	1,032	763	742	(269)	74%	21	3%	
Total Operational		96,302	55,673	85,633	(40,629)	58%	(29,960)	-35%	
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)		-	253,771	219,611	253,771		34,160	16%	

Notes for Museum Financial Statements as of April, 2022

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 10th fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 83.3%.

Revenues:

- Total Resources (Revenues) are \$32,076 greater than the fully budgeted resources expected
 - The only operations revenue below the budgeted expectation is Memberships; all other operational revenues have exceeded expectations
- Beginning fund balance revenues are final – no changes were made.
 - Beginning Fund balance shows a decrease of \$13K
 - \$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
- 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
 - April recorded \$1,496 in admissions revenue
 - The payment from a cruise line of \$10,905 was recorded in February; this covered June 2021 to the last cruise
 - There may be another cruise line payment coming that has not shown yet.
- Memberships are low, perhaps more than expected
- Donations of \$3,781 exceeds the estimated planned amount

Expenses:

- Personnel costs are above the straight-line rate
 - 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 79% execution, straight-line is 75.0% which is within expectations when the adjusted pay matrix is considered

- Better position on budget execution than last month
- With the retirement of the Director, this will improve financially
- Operational costs are executing at 58% vs the straight-line rate of 83.3% so the Museum is well within budget expectations.
- 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 \$34,160 ahead of last fiscal year in total – a 16% gain. The financial picture is improving over last fiscal year – actually being open tends to do that... How the last quarter of the year looks is going to be determined by how the Museum Commission keeps the organization together as the Director has resigned.