

AGENDA
MUSEUM COMMISSION
June 13th ,2023 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

- COMMISSIONER ROLL CALL: Elizabeth - Eric - Mike - Julie - Traci - Paulette

MEMBERS OF THE PUBLIC & COMMENTS

Marla McNary, member of the public, potential Commissioner
Denise Dietrich-Bokum, Foundation Ex-Officio
Crystal Davis-Ross, Museum Coordinator
Gayle Diamond, Secretary - At - Large
Ali Postlewait, Wasco County Administrator
Mike Middleton, Wasco County Finance
Andrew Burke, Wasco County IT

MATERIALS- (will be addressed per agenda, below)

AGENDA

MAY MINUTES

FDM Agenda 5.9.2023

FOUNDATION REPORT
FINANCIAL REPORTS
MUSEUM COORDINATOR REPORT
ACCESSION POLICY
VEHICLE BUILDING COMMITTEE REPORT

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- May Minutes - edit and (**vote**)
- Secretary at-large not specifically disallowed by By-Laws
- Accession policy & loaning items (Paulette)
- Cultural Trust grant update (Julie)
- What's Upstairs video reveal (Julie)
- Update on Event Rental Policy (Ali)

NEW BUSINESS:

- Financial Report (Mike M)
- Museum Coordinator Report (Crystal)
- Annual conference in Boise in September (Paulette)
- Cameras for the AH & County IT (Elizabeth, Crystal, and Andrew)
- Update from the Building Committee (Eric and Traci)
- Foundation Report (Denise)
- Marla McNary interested in being a Commissioner?

NEXT MEETING: July 11th, 2023



Commission Meeting – June 13, 2023
Meeting Minutes

1. ROLL CALL

Commissioners Present:

Elizabeth Wallis, Traci Griffiths, Julie Reynolds, Mike Wacker, Paulette Brook and Eric Gleason.

Staff:

Crystal Davis-Ross, Museum Coordinator

Members of the Public

Marla McNary, member of the public, potential Commissioner

Foundation Ex-Officio Denise Dietrich-Bokum

Secretary-at-Large Gayle Diemond

Mike Middleton, Wasco County Finance

Ali Postlewait, Wasco County Administrator

2. CALL TO ORDER

The meeting was called to order at 6:02 by Chair Elizabeth Wallis.

3. OLD BUSINESS

A. Review and Approval of Agenda

Paulette made a motion to approve the agenda, with Julie seconding. The motion carried.

B. Approval of May 9, 2023, Minutes

Paulette had a question about the smoke detectors in the surgeon's quarters, which Crystal clarified. Eric made a motion to approve the May 9, 2023, minutes, seconded by Mike Wacker. The vote carried.

C. By-Laws

Elizabeth answered the question brought up previously, that the Museum bylaws do not specifically state that the treasurer and the secretary need to be members of the commission. She spoke with Kathy at the county about it and it was clarified by the Legal Department. The secretary-at-large and treasurer-at-large will continue as before.

D. Accession Policy & Loaning Items

Paulette said the accession policy was basically a boilerplate that she had finessed so that it was specific to the Fort Dalles Museum. She said it's pretty standard operating procedure as far as museum acquisition or accessions and deaccessioning policy is concerned. Collections are retained as long as they continue to serve the goals and the mission driven objectives of the museum and can be properly maintained and used. De-accessioning and disposal are a legitimate part of responsible collection management procedures. Sometimes acquisitions that the Museum has purchased or which had been donated in the past are deaccessioned and there is more concern with that aspect of the collection than of acquisitions. Objects with a value of less than \$5,000 may be disposed of in any approved manner, but if not auctioned, the item needs to go to similar agencies. If it's over \$5,000, it has to go to auction. Nobody that is affiliated with the museum by employment, by volunteering or anything else can end up with any of the deaccessioned items even if it goes to auction. If an item is de-accessed, it also cannot be sold through the gift shop. The question of establishing value was raised, and Paulette said pretty close evaluations can be obtained from similar Internet items. When an item is de-accessed, an attempt should be made to offer it back to the donor if they can be located and contacted. The Discovery Center has a comprehensive genealogy center and could help search out previous donors for items that were previously donated. If it was donated within the last twenty years, the Museum may have to advertise the item to get provenance. Proposal transfer means the item is transferred to another entity whether it's sold at auction, whether it goes to another museum. The museum has to document not only what comes into the museum in accessions, but also what goes out; there has to be signage or signers and co-signers. Traci moved to accept the Accession Policy as presented, seconded by Julie, which carried. Ali will take the completed version over to Legal; if there are changes, the policy will have to come back for further review.

E. Cultural Trust Grant:

Julie said it was moving along. She and Gayle are transcribing the handwritten Old Ft Dalles Historical meeting minutes. One book has been done; there are six books of minutes that are included in the grant. Julie said she would welcome help if anyone is interested in volunteering. Elizabeth said that everything will be searchable in the end, and then the Museum can work on some of the provenance of items.

F. What's Upstairs Video

Julie said she did a video and wrote a narrative of the items upstairs, and the video played to the delight of all of the commissioners. The video will be put onto a TV on a table which is located in the hallway. Closed captioning was suggested and Julie will look into that. Eric Gleason said he had a TV that he would donate for this use.

G. Update on Event Rental Policy

Elizabeth said that Ali sent the draft event rental policy off to legal, which received a thumbs up. Ali said the Commission needed to approve it. Crystal said a change is

needed to clarify the cancellation policy. She said that on the front, the policy stated that if the event is canceled by the renter prior to 72 hours before the beginning of the rental period, a 100% refund is available. There is a conflict with the statement on the next page under cancellation (amount of deposit return, less handling fee, more than 30 days, 100%, three to 29 days) which is only 50%. It also states there is a \$50 processing fee even if the renter canceled. She said the last statement should be eliminated and her suggestion was to remove it from the front page and leave in what is on the second page. It also states that Museum staff will be on-site until 11:00 p.m., which is a liability issue because belongings must be off the property. It's up to the discretion of the museum coordinator if decorations can remain until the following day.

4. NEW BUSINESS

A. Financial Report

The statement Mike Middleton provided was for the period ending on May 31, which was 91.7% through the fiscal year. Primary revenues are all at or above the straight line execution rate, so the Museum is doing really well. Personnel is at 87% which is well under budget. The Museum's total appropriation is at 60%, which means funds are available for the purchase of a TV for the video if necessary. \$18,000 is set aside for capital, so the Museum is in a strong position financially. The Museum is recovering from Covid, and headed in the right direction. Crystal said that some cruise visitors are being bused to Multnomah Falls, so the Museum is not currently receiving any of that anticipated cruise revenue.

B. Museum Coordinator

Crystal said that all of the picnic tables have been moved, and a wagon will be pulled each week from the vehicle shed and parked on the gravel for three to five days. She suggested that the inside of the vehicle shed be white-washed to brighten the space and make the vehicles more visible, but Eric said the plan is to put plywood on that wall. Regarding the grant for the humidity monitors for the cases and also a timeline for hanging the outdoor sign, Mike Middleton said it was doable within 30 days, so he will follow up on getting that done. Elizabeth asked Crystal the status of the potential person to be mentored by museum staff and Crystal replied she had not been able to make contact with her. Crystal said she would check with some of the schools to see if there are other students that might be interested. Mike Middleton said there is money in the budget for another person, but that costs go up significantly if someone is hired on a part-time basis. There should be a discussion with HR about the most feasible solution to acquiring more help.

C. Annual conference in Boise in September

Paulette said she is a member of the American Association for State and Local History, and is registered for their annual conference in Boise, September 6 through September 9th. She downloaded the program and there are many good courses, and/or meetings

to attend, and connections to make, and she suggested that Crystal attend the conference as well. The fee for attending the conference and associated expenses was discussed, and Mike Middleton said there were funds available for that. Paulette made a motion for Crystal to attend the conference, seconded by Traci, and carried. D.

Cameras for the AH & County IT

There is still no movement on cameras for the Anderson house so staff is closing it for lack connectivity there.

E. Update from the Building Committee

Eric printed and handed out to the Commissioners some proposed new developments on the vehicle shed. He said that he and Randy had measured what the existing plan was to show where the posts were located. Randy's proposed plan is to move the posts so there are fewer of them and they are not in the way of the wagon area, and to put up electrically-activated garage doors for most of the bays along there. Eric said he believes that Randy's thinking is that the doors would basically be open during the day and closed at night, so people would not be walking around in there with the doors closed. Because of the slope of the ground, sliding doors are not feasible. The area of the building would be the same size with the same footprint. This proposal would modify the existing building, using the three existing walls, and the three framed walls. It would have a new roof structure because the current roof structure is inadequate. The walls would have to be reinforced because they don't have any sheer strength to them. Randy's proposal considers new siding since at least some of the siding needs to be replaced. Eric said he would get back with Randy to get more of an idea of what kind of numbers we're thinking of cost-wise.

Elizabeth said that being able to prevent birds and rodents access to those wagons would be a huge challenge. Mike Wacker said he was concerned about the cost of the garage doors, but if the Museum is going to discuss the cost of the garage doors the wagon shed should be sealed as much as possible. It was suggested that the Commissioners take a month to study the proposed changes and review them at the next meeting.

Crystal said that Craig Berksma came into the museum and stated he had sold his house and is moving out of State. He has several items, and wanted to know if the Museum would be interested in them as a donation. Each item was discussed as to its appropriateness for the Museum, and Crystal said that two of the baby beds would be sufficient. She would also ask him about the salesman sample that is in the front room now of that little trunk. It has identification about where and when it was made, along with a picture of the store which is above the ironworks. The Museum does not have to accept all of the items he has available, only those that it is interested in putting into the Museum. Elizabeth said the Commission would be comfortable with Crystal's decision

as to what is appropriate.

F. Foundation Report

Denise said she had some information about NAGPRA training, but she is not interested in it since it's not within the scope of the foundation. She will forward the information to interested Commission members. Grants are still in process for projects at the Museum. Crystal said that if necessary for grant applications, volunteer hours can be pulled out of the scheduling software.

G. Marla McNary Potential Commissioner

Marla agreed to apply for an appointment as a Commissioner. Elizabeth said she would get the application over to her and then determine if it would be a county or city slot. For the Good of the Order

Mike Wacker said if the Museum is going to try to encourage events, better access to electricity and water would be useful. The two water faucets already there outside should be higher off the ground and more trash containers provided.

MEETING ADJOURNMENT

The meeting was adjourned at 7:02 pm.

The Ft. Dalles Museum Commission's next meeting is scheduled for July 13, 2023, at 6:00 p.m.

Respectfully submitted,
Gayle Diamond
Fort Dalles Museum Board Secretary-at-Large

New from the Fort June 13, 2023

American Cruise Lines continues to bus visitors to Multnomah Falls which in turn means that we do not see many visitors from their boats. For the month of May we had a total of 16 visitors from American Cruise lines and invoiced for \$96.00

We are working toward pulling a wagon each week from the Vehicle Shed to clean and catalog any repairs needed. Are there any issues that we are missing that could harm the vehicles?

Also I am wondering if we can white wash the inside of the Vehicle Shed, this would brighten the space and make it easier to see the wagons.

Is there a timeline for hanging the outdoor signs? We were waiting for nice weather.....

Any status on the grant for the humidity monitors for the cases?

Notes for Museum Financial Statements as of May 31st, 2023

These amounts are pre-audit and closing processes are still occurring but are pretty much complete at this time. The amounts are subject to change. This is the 11th fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 91.7%.

The April report was not prepared due to time conflicts.

Revenues:

- Total Resources (Revenues) are \$36,004 greater than last fiscal year at this time
 - Primary revenues are all at or well above the straight-line execution rate of 91.7%
 - Admissions have been split out with regular and cruise ship;
 - Even with this change, Admissions are at 102% of budget
 - Ahead of last year by \$10,731
 - Memberships are executing at 142% or \$4,250
 - Operating revenues are executing at 137% overall
 - This means the Museum past the budgeted revenue. Admissions over budget by \$388 plus Cruise Ships of \$8,034 and with the June visits are still to come. This is a very strong outlook - \$25,000 budgeted and just over \$33K already.
- Beginning Fund balance shows an increase of \$32,242
- Interest is up as rates are now increasing
- Wasco County transfers are fully transferred in (From General Fund & Special Economic Development Fund)
- The Dalles has made all scheduled payments

Expenses:

- Personnel costs are executing at 87% which is within budgetary expectations.
- Operational costs are executing at 60% vs the straight-line rate of 91.7% 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

Summary:

The Museum is finishing the year in a strong position and trend. The total admissions at \$33,422 by the end of May puts the account well above the budgeted expectations. Add in the Memberships exceeding the budget already and the Museum is in a very good place. Admissions could reach \$40K+ by the end of the fiscal year if there is a good June. This type of performance in Admissions puts the Museum on a path to have fully recovered from the COVID hit to revenues. Combining this with controlling expenses and the fund balance for the fund is growing by \$30,691 at this point.

May 2023 Museum Financial Report

		FY23						
		FY23 Budget	FY23 Actual	FY22 Actual	Actual - Budget	FY23 % Budget	FY23 - FY22	FY23 / 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	6,762	1,231	5,262	451%	5,531	549%
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	20,625	20,625	(1,875)	92%	-	100%
Total Nonoperational		280,885	309,164	283,892	28,279	110%	25,273	109%
Operating Revenue								
Admissions	411150	25,000	25,388	28,716	388	102%	(3,327)	-12%
Admissions - Cruise Ships	411151	-	8,034	-	8,034	#DIV/0!	8,034	0%
Memberships	411345	3,000	4,250	270	1,250	142%	3,980	1474%
Merchandise	411220	2,000	1,162	432	(838)	58%	729	169%
Donations	419100	2,500	5,535	4,220	3,035	221%	1,315	31%
Total Operational		32,500	44,369	33,638	11,869	137%	10,731	132%
Total Revenues		313,385	353,533	317,530	40,148	113%	36,004	111%
Expense:								
Operational								
Personnel	51	56,137	48,916	37,868	(7,221)	87%	11,048	29%
Advertising & Promotion	521100	5,000	1,902	1,297	(3,098)	38%	605	47%
Postage	521125	500	445	232	(55)	89%	213	92%
Contracted Services	521500	30,000	4,218	1,699	(25,783)	14%	2,519	148%
Telephone	522100	1,400	1,359	1,161	(41)	97%	198	17%
Utilities	522115	7,000	5,134	7,586	(1,866)	73%	(2,452)	-32%
Meals, Lodging & Registration	523500	1,000	1,683	-	683	168%	1,683	0%
R&M Equipment	525115	500	92	947	(408)	18%	(855)	-90%
R&M Buildings	525130	5,000	645	1,422	(4,355)	13%	(777)	-55%
R&M Grounds	525145	5,000	1,400	3,646	(3,600)	28%	(2,246)	-62%
Supplies	526100	4,500	3,356	2,667	(1,144)	75%	689	26%
Books	526190	-	760	515	760	#DIV/0!	245	48%
Equipment-Copier	527125	1,032	-	763	(1,032)	0%	(763)	-100%
Total Operational		117,069	69,909	59,803	(47,160)	60%	10,106	17%
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)		-	283,624	257,726	283,624		25,898	10%

Fort Dalles Museum Facility Rental Agreement

This Rental Agreement is made and entered into on _____, 20__ by and between Fort Dalles Museum-Anderson Homestead Foundation ("Fort Dalles Museum") and _____ ("Renter/s").

FACILITIES AVAILABLE TO RENT: The grounds of the Surgeon's Quarters are available for rent. Anderson Homestead grounds, the interior spaces inside the museum, vehicle buildings or Anderson Homestead are not available for rent. Restrooms, located at the Surgeon's Quarters, will be available for the duration of the rental period. See attached application.

Group Size: _____

Event: _____ Event Dates and Times: _____

The following rules and regulations are to be observed and are enforced on the grounds of the Fort Dalles Museum:

- No Alcohol allowed.
- No person shall cut, remove or damage any flowers, trees or shrubs located on the grounds.
- No fires are allowed on the premises.
- Only Service Dogs are allowed within the facilities/grounds and shall be kept on a leash at all times.
- No motor vehicles or motor bikes shall be operated, parked, or left standing at any place on the grounds. Assistive devices, such as motorized wheelchairs, are allowed.
- No person shall ride or drive any horse or non-domestic animal or permit any horse or non-domestic animal to go upon any portion of the grounds without permission of Museum staff.

GROUNDS RENTAL RATES

- 8 hours: \$750.00. Event set-up and tear-down must occur during these 8 hours
- Any additional hours: \$100.00 each
- One and a half hours: \$225.00 (event minimum)
- All events of over 25 attendees will be charged a \$250.00 refundable cleaning deposit.
- Rental fees are required to be paid in full one week prior to the beginning of the rental period.
- A deposit of 50% of rental fee plus cleaning deposit (as applicable) is required in order to hold a date.
- If the event is canceled by the renter prior to 72 hours before the beginning of the rental period, a 100% refund is available.

Whereas, Renter desires to rent a portion of the above facilities from Fort Dalles Museum on the terms and conditions set forth herein and Fort Dalles Museum is willing to rent the facilities on such terms and conditions;

NOW, THEREFORE, in consideration of the mutual promises set forth herein and in the Fort Dalles Museum policies that follow, and other good and valuable consideration, the parties agree as set forth below:

1. **Facilities: Event, Date, Rate** – Fort Dalles Museum shall make a portion of the above-named facilities available for purposes of the Event. This use shall be non-exclusive. Upon signing of the Contract and payment of the required deposit, the spaces named above shall be reserved for Renter for the dates and rates shown above.
2. **Time of Rental** – Guests, vendors and personal belongings must be off the property by 11PM. Failure to vacate the property by 11PM will result in a \$300 fine per hour.
3. **Outdoor Activities** – For the respect of Fort Dalles Museum guests and neighbors, quiet hours begin at 9:30pm. Under these circumstances, music must end by 9:00 pm.
4. **Deposits and payment** – A deposit equal to 50% of the total rate is required to secure your date and must be sent back with this signed agreement within 10 days from the date the contract was generated. Fort Dalles Museum requires a confirmation of attendance at least two weeks in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. **The renter shall pay the full balance of the rental amount before the beginning of the event.**
5. **Cancellations** – Should renter choose to cancel the event a \$50 processing fee will be charged. In addition, the following schedule applies for refunds:

<u>Amount of time prior to event</u>	<u>Amount of deposit returned (less handling fee)</u>
more than 30 days	100%
3 - 29 days	50%
3 - 14 days	25%
Less than 3 days	0%

6. **Damage Deposit** - A refundable \$250.00 damage deposit is required 14 days prior to the beginning of the event for any event with more than 25 guests. The cost of any missing items, damages or the need for excessive cleaning will be deducted from the damage deposit. Damage deposit will be refunded within one week after the event upon satisfactory inspection of the spaces used.
7. **Liability Insurance** – Fort Dalles Museum requires that the Renter obtain general liability or event insurance covering the day/s of the event, based on the planned activities, 1 million per occurrence and 2 million aggregate. A certificate of insurance and a policy endorsement naming **Fort Dalles Museum and Wasco County** as additional insured shall be provided to Fort Dalles Museum at least 14 days prior to the day of the event. Event insurance can be purchased through our insurance provider. This policy is to cover all activities on the property including, food, music, lighting, etc., for the dates of the

Agreement. Please contact us for more information. **Failure to obtain and provide proof of insurance 14 days prior to the day of the event is grounds for event cancellation and full refund.** _____

8. **Indemnification and Hold Harmless** - Renter shall hold harmless, defend and indemnify Fort Dalles Museum and its employees, officers, directors, volunteers and agents (collectively, the "County") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to Renter's use of the Facility or its failure to comply with any of its obligations contained in this Agreement. **Renter shall not violate, or allow to be violated, any Federal, State, or local law, or rules of the County Museum Board.**
9. **Engineering, Electrical and Audio-Visual** - Special engineering requirements must be specified at least three weeks prior to the event.
10. **Decorations** – No nails, screws or staples can be used on building surfaces or trees.
11. **Force Majeure** - Neither Fort Dalles Museum nor Renter shall be considered in default because of any delays in completion and responsibilities here under due to causes beyond the control and without an fault or negligence on the part of the parties so disabled, including but not restricted to, an act of nature or of a public enemy, civil unrest, volcano, earthquake, fire, flood epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties to disable shall within 10 days from the beginning of the delay, notify the other party in writing of the cause of delay and its probable extent.
12. **Attorney's Fees** – In the event legal costs are incurred to remedy a breach or to enforce or interpret any terms or condition of the Agreement, the prevailing party shall be entitled to receive its reasonable attorney's fees resulting from such remedial action or enforcement.

DECORATIONS

If decorations – i.e. streamers, ribbons, banners or balloons — are used, they may not be fastened to the buildings, artifacts, or trees. Anchoring decorations to museum property (buildings, shrubs, artifacts, or trees) by nailing, tape, or other destructive methods is not allowed, and any violation will trigger immediate cancellation of the event and all monies paid non-refundable. All decorations and signage must be removed before 10 a.m. the following day.

TENTS/CANOPY

It is possible to rent large tents from various vendors in The Dalles area that may be set up on the grounds to provide cover from sun or rain. Permission must be obtained from the Museum Coordinator or designated staff in advance. Tents or canopies must be removed before 10 a.m. the following day. They must be self-supporting, and not be attached in any way to the buildings, artifacts, or vegetation of the museum. **Absolutely NO stakes or pounding anything into the grounds.**

SMOKING

Smoking is only permitted in the designated area at the rear of the Surgeon's Quarters, next to

the restrooms. Please properly dispose of your litter. As a County facility, the use of marijuana is strictly prohibited.

If you have any questions about the policies outlined here, please do not hesitate to contact us for clarification at 541-296-4547 or fortdallesmuseum@gmail.com

Name of applicant: _____

Address: _____

Telephone _____

Cell Phone: _____

Email: _____

Event Type: _____

Event Date: _____ Hours: _____

Of Guests/Participants: _____

Insurance Carrier: _____ Amount of coverage: _____

Will Food Be Served? YES NO

Types of Food:

Point of Contact: (name) _____

Point of Contact: (phone number) _____

It is understood and agreed that should your group fail to adhere to all of the above rules and policies and conform to the proper use of the buildings and facilities, Fort Dalles Museum may, at its discretion, terminate this agreement and require the renting parties to vacate the premises (during the event if necessary), forfeiting any and all fees and monies.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Fort Dalles Museum in its sole discretion, and/or all deposits made retained by Fort Dalles Museum. I understand and agree that, in addition, I/we will be responsible and liable to Fort Dalles Museum for any costs exceeding the amount of the retained deposit.

RENTER/S:

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

FORT DALLES MUSEUM

, Museum Coordinator

4.3 Policy & Procedure

4.3.A Collections Acquisitions

Objects will be accepted or otherwise acquired for the Fort Dalles Museum's collections according to the following conditions:

4.3.A.1 Objects must be relevant to and consistent with the mission statement, and the purposes and activities of the Fort Dalles Museum. The purpose of the accessioned collection is to collect and preserve the history of the City of The Dalles/ Wasco County; specifically, and limited to:

- (1) the period of time before First Peoples interacted with settlers;
- (2) 1850-1920, with a preference on the military history of Fort Dalles, pioneer and homesteading activities in the area, the Sorosis Club of The Dalles, and;
- (3) the years that pertain to the construction, completion, and impact of The Dalles Dam Celilo Falls and those who relied upon the falls, for their physical and cultural sustenance, and for the education, recreation and cultural enrichment of visitors.

4.3.A.2 Objects collected for the Museum will be designated for use in either the "accessioned" (i.e. Permanent) or "non accessioned" (i.e. Education or Exhibit Prop) collections when they are accepted by the Museum. If an object is accepted as "non-accessioned," it will so state on the Deed of Gift. Objects suitable for the non-accessioned collections shall be multiples of objects in the accessioned collection, reproductions or replicas, or those intended for study, use as exhibit props, or those lacking in relevant provenance. Objects designated for the non accessioned collections will be those assessed at the sole discretion of museum staff to be of no potential value to the accessioned collection of other nonprofit Museums and/or similar cultural institutions.

4.3.A.3 Authority to evaluate and approve a potential acquisition / accession shall be vested in the Curator of Collections, the Museum Commission, and the Executive Director/Coordinator (as appropriate).

4.3.A.4 Objects in the accessioned collection shall have permanence in the collections so long as they retain their physical integrity, identity, authenticity, and usefulness to the Museum.

4.3.A.5 While the Museum makes no specific warranties to transferors of the future care and preservation of objects donated, it will endeavor to provide the highest practices of due care, specifically: preventative conservation, storage, handling, and display under conditions that will ensure the object's availability for future generations, in keeping with professional museum standards.

4.3.A.6 The Museum will grant preference to the acquisition of objects for the accessioned (i.e. Permanent Collection) over those of the non accessioned collections.

4.3.A.7 An object that will, in all probability, result in major future expense on the part of the Museum should be carefully considered before it is accepted.

4.3.B Provenance & Legal Title

Prior to accessioning a collections object, the transferor must provide reasonable proof (i.e. item has been in the family for a number of years) that he/she can and will convey good, clear legal title.

4.3.B.1 Museum staff should have reasonable assurance that an object has not been exported from its country of origin in violation of that country's law, the ethical guidelines defined by the United Nations (UNESCO) Treaty of 1972, or in violation of federal or state antiquity laws.

4.3.B.2 The Museum shall not acquire animals or animal parts, feathers or other bird parts, nests, or eggs in violation of international agreements, federal, or state law. **4.3.B.3** Title to all objects acquired for the

collections should be obtained free and clear, that is to say without restrictions or limitations. However, conditions (where accepted by the responsible Museum staff member) should be stated clearly in an instrument of conveyance, made part of the accession records for the item(s), and strictly observed by the Museum in all activities involving the accessioned collections item(s). All restrictions or limitations must be unanimously approved by the assembled Museum Commission and the reason(s) for the acceptance of said restrictions clearly stated in writing.

4.3.B.4 If the use of the object is restricted or encumbered by 1) An intellectual property (copyright, patent, trademark, or trade name, or 2) By its nature (e.g., obscene, defamatory, potentially an invasion of privacy, physically hazardous etc.), acceptance of the object must be in writing and must be approved by the assembled Museum Commission. Documentation to this effect will state in writing why said object is accepted and will be made part of the object's accession file. A legal instrument of conveyance, setting forth an adequate description of the object(s) and precise conditions of transfer, should accompany all gifts and purchases and should be kept on file at the Museum. This document must be signed by the seller or donor and by the Curator of Collections, Museum Director/Coordinator and an authorized Wasco County Dalles City Museum Commission representative.

4.3.C Tax Consequences of Donations

Donations to the Museum are tax deductible (to the extent provided by law) as charitable contributions for the value of the property as determined by an appraisal, receipt, or other valid documentation,

4.3.C.1 The responsibility of providing an appraisal lies with the donor.

Staff members shall not appraise donations, as this represents a clear conflict-of-interest on the part of the Museum, while at the same time interposing the Museum between the donor and the mandates of the Internal Revenue Service (IRS).

4.3.C.2 No acquisition shall be appraised by a trustee, staff member, or any other person closely associated with the Museum, although under limited circumstances staff may render impartial assistance to donors seeking independent, qualified appraisers. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the Act for further clarification).

4.3.C.3 For information regarding tax deductions, donors should consult Internal Revenue Service (IRS) Publication 561, “Valuation of Donated Property,” and Publication 526, “Income Tax Deduction for Contributions,” or contact their own tax specialist. The Wasco County tax ID number is 93-6002315.

4.3.D Accessions Documentation

An electronic and physical file arranged by accession number in chronological order shall be maintained under supervision of the Curator of Collections. These accession files shall contain the muniment, transfer documentation, or instrument of conveyance of each acquisition from each source. The muniment shall be of a form that proves the Museum’s unqualified, good, clear legal right to accessioned items. No accession file or its contents (whether active or “deaccessioned”) shall ever be destroyed, purged or otherwise altered in any manner. All other facts pertaining to the circumstances of acquisition, care, use, deaccession, and disposal should be adequately documented in the Museum’s collections records.

4.3.D.1 Acquisitions to the Permanent Collection shall be promptly accessioned upon receipt and acceptance under a system approved by the Executive Director or Commission and overseen by the Curator of Collections.

4.3.D.2 Acquisitions designated for the Permanent Collection shall be promptly registered in the Accession Ledger, maintained by the Curator of Collections. As each donation is recorded a copy of the “Accession Record” (derived from the PastPerfect collections management system) shall be

printed and placed in the accession file. Every 10-15 years copies of the Accessions Records shall be bound and placed in the Accession Record Book. All accession books are to be kept in the fire proof cabinet(s) with the accession records.

4.3.D.3 A unique number shall be assigned to each donation and to each object within each donation to the Museum's Permanent Collection.

Numbers shall be used for collections recordkeeping. All objects shall be legibly marked with their unique numbers in a permanent but reversible medium. All records pertaining to a particular object shall be marked with that object's unique accession, or catalog number.

4.3.D.4 The numbering system in use at the Museum will be a variation of the tripartite system commonly used in American museums. The first part of each collection item number shall consist of the four numbers corresponding to the year in which the donation was made. The second part of the number will be separated from the first by a period, and shall be chronologically assigned to represent the order in which different accessioned collections are donated within a given calendar year (e.g. the thirty-second collection donated in 1989 would thus be assigned the number 1989.32). The third segment of the three-part number shall be separated by a period from the first two parts, and shall be assigned to create a unique number identity for each object within the accessioned collection. "Object numbers" will thus represent a numerical ranking of objects within the donation (e.g. the fifth object in accessioned collection 1989.32 would bear the identifying object number 1989.32.5). Lower case letters shall be used in conjunction with an accession number to reflect the existence of related or detachable parts, or a duplicate (e.g. two duplicate photographs of the same subject would be numbered 1989.32.5a & 1989.32.5b). Collectively, this number shall be known as the "accession number" (i.e. the catalog number) and will be used as the basis for the maintenance of collections records.

4.3.D.5 Once the decision to accession has been made, a copy of the Deed of Gift shall be drafted and sent to the donor, along with a letter of thanks, for

the donor to sign and return. The accession number for the donation shall appear within the letter of thanks as a reference number.

4.3.D.6 A Deed of Gift Form **MUST** be executed for **ALL** accessioned collections items moving forward from the date these by-laws are approved. Previously accessioned items are exempt. This form must be signed and dated by the donor and countersigned / dated by the Curator of Collections (or the Executive Director/Coordinator, where appropriate) in order to effect a legal transfer of the donated items. The donation should be listed in sufficient detail to accurately identify each individual item (and its subsequent or related parts) in a given accession (eg. the correct listing of a donation of household items on a Deed of Gift Form would include, “lamp, teapot, dinner plate, etc.” rather than the more generic and less descriptive “household goods.”) Photographs of the donation should be included in the physical accession file. The fully executed Deed of Gift then becomes part of the permanent accession file, and represents the Museum’s legal title to the donated object(s).

4.3.D.7 Once the Deed of Gift is fully executed, a photocopy of the Accession Record shall be placed in the accession file, illustrating the date of accession, name of donor (unless anonymous), and a complete, detailed listing of the donation, including each object’s assigned accession number.

4.3.D.8 The accession number shall be placed upon the Deed of Gift Form, as well as upon the object itself (see Sections 4.3.D.11 – 4.3.D.14 below). The accessioned object shall be numbered thereon (as appropriate), and also tagged with an acid-free tag which includes the accession number, a brief description of the object (eg. “vase,” “chair,” etc.), a location code, and a date whenever possible (e.g. ca. 1972).

4.3.D.9 All accessioned collections objects are to be entered into the PastPerfect collections management system. Staff members should bear in mind that the section “Contacts” should be filled out with the donor’s name, address, and information first. The accession and individual catalog records

shall then be entered per PastPerfect instructions (see the PastPerfect manuals in the Registrar's Office for accessions entry procedure).

4.3.D.10 Each accessioned object shall then be cleaned and repaired at this time (at the discretion of the Curator of Collections), housed in the appropriate acid-free materials, numbered, tagged, and placed in the appropriate storage location. Where deemed necessary by collections staff, a brief condition report may be completed and added to the accession file.

4.3.D.11 When numbering objects with a dark background (non-archival), a white acrylic paint, rapidograph ink or appropriate archival pen, and reversible Soluvar B67 lacquer (in that order) shall be utilized to number an accessioned collections object. For an object with a light background, Soluvar B67 lacquer shall be employed, followed by the accession number in archival ink, and finished with lacquer again.

4.3.D.12 Books are to be numbered with a No. 2 lead pencil on the back, inside cover, in the lower, right-hand corner, or as near thereto. If unable to number in that area, the next position chosen should be the back, inside cover, upper right-hand corner, followed by the lower left-hand corner of the opposite page, and finally the upper left-hand corner of the opposite page if all previous positions on the back and inside cover are unavailable. If none of these options are possible, the book should be numbered on the front, inside cover, upper left-hand corner, followed by the lower left-hand corner if unavailable, etc.

4.3.D.13 All paper, photographs, prints and other "archival" materials are to be numbered with a No. 2 lead pencil, reasonably sharp but pressed with care. Standard English number symbols shall be utilized (eg. the number "7" should be shown as "7" and NOT crossed).

4.3.D.14 When numbering photographic materials, the object number should appear on the print AND the negative, either on the print itself or written upon the archival sleeve of the negative. Photographic negatives will be prefaced by an "N-" (eg. "N-1998.12.1" representing a negative accessioned as the first item in the twelfth accession of 1998).

5.1 Definitions

Deaccessioning-The process used to formally approve and record the removal of a collection item or group of items from the Museum's collections.

Disposal- The act of physically removing a collection item or group of items from the Museum's collections.

5.2 Principles

The deaccessioning and disposal of collections is fundamental to the work of the Museum, in that it permits for a considered and constant re-evaluation of the collecting efforts of the Museum in light of extant resources, changing audience demographics, and shifting mission-driven objectives. The Museum requires responsible, disciplined deaccessioning of collections via a rigorous adherence to the following principles:

5.2.A As a general rule, collections are acquired for the collections of the Museum only when there is a good faith intention to retain the material for an indefinite time period. Collections are retained as long as they continue to serve the goals and mission-driven objectives of the Museum and can be properly maintained and used;

5.2.B Deaccessioning and disposal are a legitimate part of responsible collections management practice. Prudent collections management includes judicious consideration of appropriate deaccessioning and disposal. The periodic review, evaluation, deaccessioning, and disposal of existing collections are intended to refine and improve the quality and relevance of the collections, with respect to the Museum's mission and purposes. Deaccession and disposal procedures are designed to ensure thoughtful, well-documented consideration of each proposed collection item in the context of the long-term interests of the Museum, the general public, and the collection object.

5.2.C Deaccessioning and disposal occur for a variety of reasons, such as: deterioration of collection items beyond usefulness, duplication or redundancy of collection material, insufficient relationship of collection items to the mission and goals of the Museum (such that they are judged to be better placed elsewhere), repatriation, and selection for consumptive research or educational use.

5.2.D The Museum disposes of collections by a variety of methods, such as: donation, transfer, exchange, sale, repatriation, and destruction.

5.2.E Collections may be deaccessioned and disposed of only in accordance with established authority and only when consistent with applicable law and professional ethics. All applicable federal, state, local, and international laws, treaties, and regulations and any other applicable restrictions will be observed and documented during the Museum during the deaccessioning and disposal process.

5.2.F Proceeds realized from the disposal of collection items must be designated either for further collections acquisitions, or for the preventative conservation, due care, and maintenance of existing collections.

5.3 Policy & Procedure

5.3.A Collections Deaccessions

No accessioned object or collection shall be removed from the Museum's register and physically disposed of except by strict conformity to the following rules:

5.3.A.1 The authority to propose a potential deaccession / disposition shall be vested in the Curator of Collections and/or the Museum Director (as appropriate). As the staff member most directly responsible for collections management, the process shall be initiated by the Curator of Collections (or Museum Director/Coordinator when there is not a Curator of Collections). When the Curator of Collections and/or Museum Director/Coordinator deem it advisable to deaccession any object or

collection owned by or deposited with the Museum and the proposed deaccession is duplicative, superfluous, deteriorated, incompatible with the mission, or otherwise deemed to be disposable, the Curator of Collections shall prepare for the Museum Director/Coordinator and the Museum Commission a deaccession recommendation. All deaccessions must be approved by the Museum Commission. Upon deaccession, the deaccessioned object or collection may be disposed of as provided by state law. Objects with a value of less than \$5,000 may be disposed of in any approved manner. Objects with a value of more than \$5,000 must be appraised and offered to the public at auction. Disposal of collections objects through sale shall be conducted solely for the advancement of the Museum's mission, and use of proceeds from the sale of collection materials is restricted to the acquisition and/or direct care of collections.

5.3.A.2 No donated object shall be deaccessioned for any reason within two (2) years of the date of its acquisition (see U.S. Tax Reform Act of 1984 and IRS regulations for further clarification).

5.3.A.3 While a Deed of Gift ostensibly provides the Museum good, clear legal title, as a matter of courtesy to the donor or his/her heirs, the Museum will endeavor to notify the donor or his/her heirs of the intent to deaccession and will explain the reasons thereof (where practicable). Further to this effect, the Museum will exercise a reasonable effort to determine the last known address of the donor.

5.3.A.4 An acquisition fund shall be created to which all net proceeds resulting from deaccessioning of collections objects are deposited and which (with Board approval) withdrawals are made only for collections acquisitions and/or direct care of the existing collections. This fund shall be known as the *Museum Acquisition Fund Collection*.

5.3.B Deaccessions Documentation

5.3.B.1 Once it has been determined that a deaccession proposal shall be prepared, the Curator of Collections shall draw up the following forms for submission to the Museum Director/Coordinator and the Wasco County Dalles City Museum Commission for signature and approval: 1) A Deaccession Memo shall list a brief description of the items proposed for deaccession, the accession number, the reason for deaccession, the party to whom transfer is to take place, and an estimation of the value of said objects, if possible: 2) A Letter of Transfer which shall convey the reasons for the deaccession and shall specify transfer to the appropriate party or institution. Two copies of each form shall be drawn up, with one to be placed in the accession file and the other to be placed in a deaccession book. All pertinent documents:

- Deaccession Proposal
- Transfer Proposal
- Auction Sale Form
- Repatriation Form
- Disposal Form

shall be signed and countersigned by the Museum Director/Coordinator, and Curator, in all cases and additionally by the donor or their designee when available. Additionally the transfer/repatriation recipient, shall sign when item is transferred, sold, or repatriated. An item whose donor and/or descendants cannot be located will not require that countersign on the deaccession documents. In the case that the museum does not have a Curator of Collections, the appointed representative of the Wasco County Dalles City Museum Commission must sign, since the Museum Director/Coordinator would be acting as the Curator of Collections.

5.3.B.2 A complete record of ALL deaccessions shall be maintained by the Museum Director/Coordinator(?) and the Curator of Collections, and retained within the appropriate accession file. Such deaccessioned item

files are kept with the accession files, and NONE of the accession files (whether active or deaccessioned) are EVER DESTROYED, PURGED, OR OTHERWISE ALTERED in any manner. If the total donation has been deaccessioned, the word “DEACCESSIONED” shall be noted on existing accession documents.

5.3.B.3 When an object is deaccessioned, it shall be so noted in all relevant fields of the PastPerfect collections management database.

5.3.C Disposition of Deaccessioned Collections Objects

In considering various alternatives for the disposition of deaccessioned collections objects, the Museum shall take into consideration that:

5.3.C.1 The manner of disposition is in the best interests of the public the Museum serves, the public trust embodied in owning and maintaining collections, and the scholarly or cultural communities at whose behest the Museum conducts its operations.

5.3.C.2 Preference shall be given to retaining artifacts dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural, technological and diverse cultural history that is unique to Wasco County, the state or national materials that are part of the historical, cultural, or scientific heritage of the State of Oregon, United States of America, respectively.

5.3.C.3 Consideration shall also be given to placing the objects (via gift, exchange, or sale) in another tax-exempt public institution where they may serve the purpose(s) for which they were initially acquired by the Museum. If the deaccessioned collections objects are offered for sale elsewhere, preference should be given to sale at advertised public auction or to the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

5.3.C.4 Deaccessioned collections objects may NEVER be given away or sold privately to anyone associated with the work of the Museum (i.e. Museum employees, Museum Commission members, Friends of Board

members, employees of the County of Wasco, volunteers, docents, interns, or any other party representing or otherwise associated with any of the aforementioned groups).

5.3.C.5 Retail outlets connected with the Museum, or its allied organizations, shall not be used in any way for the purpose of disposing of collections objects.

5.3.D Restrictions On Deaccessioning & Disposition

Before deaccessioning or disposing of any objects from the collections, a reasonable effort should be made by the Curator of Collections, Museum Director/Coordinator and appointed representative of the Wasco County Dalles City Museum Commission to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act accordingly:

5.3.D.1 Mandatory restrictions should be observed strictly unless deviation from their terms is deemed ‘impossible, impractical, or unethical’ and duly authorized by a court of competent jurisdiction.

5.3.D.2 Collections objects to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so (in consideration of the value of the collections objects in question) the Museum should notify the donor if it intends to dispose of such objects within five (5) years of receiving the gift, or within the donor’s lifetime, whichever is less.

5.3.D.3 If any question exists as to the intent or force of gift restrictions governing a collections object proposed for deaccession and disposal, Museum staff should seek the advice of competent legal counsel.

Vintage
Child's
Rocker
28" T
12" W
24" D



Vintage
Baby
High
Chair
39" T
16" W
19" D



Vintage
Baby
Bed
26" T
25" W
36" L



Antique
Baby
Bed
18" T
16" W
24" D



Antique
Baby Bed
Mahogany
65" T
29" W
52" L

25 4/21
FTS

Wood
Vintage
Baby
Desk Set
22" T
18" W
14" D



Expandable

217 4/4
100 wanted
Baby 2/17
1/15

Antique
Wicker
Baby
Buggy
36" T
21" W
44" L



wanted
about 2/17
4/15 500
2/17 4/15
2/17 4/15
2/17 4/15



Store 1489 Dir Tim Anderson
 Main:(541) 298-9625 Rx:(541) 298-9634
 520 Mt. Hood St.
 THE DALLES OR 97058

GROCERY

4 QTY SIG WTR PU 15.96 S
 DEP SFTDK 24PK FS 9.60 S

ADDITIONAL DISCOUNTS

SC CLUB CARD SAVING 3.99-S
 SC CLUB CARD SAVING 3.99-S

TAX 0.00
 **** BALANCE 17.58

 Credit Purchase 06/07/23 08:21
 CARD # *****4193
 REF: 132141441930 AUTH: 00081290

PAYMENT AMOUNT 17.58

AL VISA CREDIT
 AID A0000000031010
 TVR 0000048000
 TSI E800

Visa 17.58

CHANGE 0.00
 TOTAL NUMBER OF ITEMS SOLD = 8
 06/07/23 08:21 1489 3 6 4536

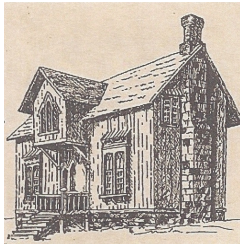
 Earn gameplays and sweepstakes entries
 by shopping, then play
 Flavor Adventure for a chance to win!
 Scan the QR code to Play, Win, Save.

REWARDS AVAILABLE 3

POINTS EARNED TODAY
 Base Points 7
 Total 7

 Points Towards Next Reward 15 of 100

 YOUR CASHIER TODAY WAS Domi



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
May 2023

Fundraising/Projects

Now that weather is better requested that the outdoor signs be mounted. Note: Plywood should be scraped & repainted prior to mounting. Ron thought 30 days was do-able.

Financial/Grants

Still organizing available grants.

Volunteer

Volunteer Hours (Museum support) for April were 2.0, est value (2 x \$20) \$40.

PR/Marketing/Promotion

Nothing right now.

Other

Discussed vehicle building, and that Commission was enthusiastic about the vision for the vehicle shed. Requested that Randy Kaatz draft up some sketches for a better visual.

Next Foundation meeting is on July 17, 2023.

Submitted,
Denise Dietrich-Bokum
06/12/2023