

AGENDA MUSEUM COMMISSION

July 13th, 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 - ~~Loyal~~
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County, Administrative Services Director

Mary Davis and Denise Dietrich-Bokum, Foundation Ex-Officios

Cal McDermid, Director

~~Sandy Haechrel, member of the public~~

Traci Griffiths, member of the public

Sheila Oldfield, member of the public

MATERIALS- (will be addressed per agenda, below)

AGENDA

JUNE MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL REPORT AND NOTES

TREASURER'S REPORT

STAIN CHOICES FROM HARMON BRO

NEW BUSINESS:

- Review and approval of the Agenda - **attached**
- Director's Report - **attached**
- Financial and Treasurer reports- **attached**
 - City and County covid-19 relief received?
- Foundation Report - **attached**
- Commission will need to meet in Executive Session to conduct the Director's Review

OLD BUSINESS:

- Updates on:
 - Corey Harmon & wall staining - color choices **attached**
 - **Vote** on June Minutes- **attached**

NEXT MEETING: August 10th, 2021

The meeting was called to order at : 6:03 pm

Roll Call

Elizabeth Wallis-President, Eric Gleason-Vice President, Daliea Thompson-Secretary/Treasurer, Julie Reynolds, Mike Wacker, Loyal Quackenbush absent and excused.

Approval of Agenda

Julie Reynolds made the motion to approve the agenda Eric Gleason seconded it, motion carried.

Members of the public and comments

Mike Middleton-Wasco County Fiscal Director, Matthew Klebes-Wasco County Administrative Services Director, Denise Dietrich-Bokum-Museum Foundation Ex-Officio, Traci Griffith.

New Business

Directors Report attached

Mike Wacker brought up the concern of lack of volunteers. Cal McDermid is aware that there are few volunteers who want to open or close the Museum. Elizabeth asked what recruitment methods we have used. Cal McDermid stated he has used FaceBook, and word of mouth, and advertised for volunteers on the radio. Everyone is looking for volunteers. Many of our volunteers have not returned since the Covid shut down.

Elizabeth Wallis, Mike Wacker and Julie Reynolds will meet with Cal McDermid to brainstorm about the recruitment of volunteers.

Financial and Treasurers Report-attached
City and County Covid-19 Relief received?

Foundation Report-attached

Denise Dietrich-Bokum read the report. The 115 fundraiser is finished.

Elizabeth asked if window cleaning would be included in the installation of the new window inserts. Denise stated there were enough funds donated to do this.

They will start cleaning tomorrow. Eric estimated it will be a two person task. He has some instructional videos he can forward. Denise stated since it was public money donated we could photograph the progress and share.

Cal McDermid stated if anyone has free time tomorrow, the window washers will have to move items away from the window. He also has a cruise ship around 8:30 am so he could use some help at the Museum. Eric may be able to help for a couple hours.

The Commission will need to meet in Executive Session to conduct the Directors review.

Matthew Klebes stated last time we passed out the review material to each Commissioner and then the information was compiled to be given to Cal McDermid. Elizabeth will get the correct forms and will send them out immediately, the deadline for the completed evaluations is July 21, 2021.

Old Business

On Corey Harmon and wall staining- color choices attached

The Commission reviewed the color stain choices. The Commissioner agreed upon a color that was not too red or too green and more in line with the brown color of the building. Loden was selected.

Daliea made the motion that we stain the wall in Loden, Eric seconded it, the motion passed.

Vote on June meeting minutes. Elizabeth asked all the Commission members to read through the minutes. Eric made the motion to approve the June minutes, Julie seconded it, motion carried.

Elizabeth would like to say hello to Traci Griffith, she said hello to the group. Traci introduced herself. She grew up in The Dalles, went to school here, lived in Portland for thirty years. She now owns a business. Traci really loved the Museum as a child. She has a special affection for the historical buildings in town. She was glad to be approached to be part of the Museum. She has a home in Portland that she owns that is on the historical registry. She feels it is important to keep these old buildings for the community.

Matthew Klebes reported that we are back open and we could have our meeting face to face. Elizabeth asked if there is any push back on meeting in person. Elizabeth will

coordinate with Matthew so that we can meet in person and still access the meeting electronically. We will try to set up this for our August meeting.

The meeting was adjourned at 7:05 pm

Next meeting Tuesday August 10, 2021

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
June 2021 DIRECTOR'S REPORT
For July 13, 2021, Museum Commission Meeting

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

Admissions collected in June: \$741.00
Cruise Ship admissions in June \$1,333.00
Friendship renewals for June \$250.00
Donation \$496.00
Total Volunteer Hours for June 96 hours

We continue to welcome cruise ships to the Museum, and I wish that I could report that it has been a smooth process but in fact timing and communication from the cruise ship companies has been very up and down. The passenger numbers are starting to pick up and that is good news. We have met some very interesting passengers who have been very complimentary about Fort Dalles Museum.

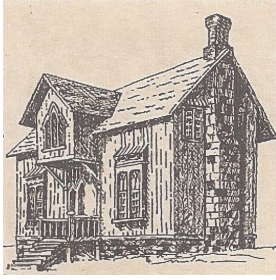
A wedding reception was held on the grounds at Fort Dalles on Friday June 4. Family and friends spent most of the day decorating for the reception then then a high wind came in and played havoc with the decorating. The wind settled late the afternoon and last minute repairs were made and the reception came off as originally planned and it was beautiful.

We are building a strong volunteer group at Fort Dalles Museum. Many thanks to everyone who is helping to make a visit at the Museum a memorable visit. Special Thanks to: Lynn, Mike, Gretchen, Myron, Alexis, Jim.

The Museum Book Store is being re-stocked. I have ordered books that have been in the bookstore for a long time, but I have ordered several new books that cover different topics. The Cruise ship passengers are buying books.

I continue to make my monthly visit to Al Wynn's Coffee Break on the second Tuesday of the month.

Respectfully Submitted



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
June 2021

Fundraising/Projects

\$115 Campaign: The window inserts were delivered in early July. The container is quite large and heavy and is stored in the vehicle building. We will be scheduling window cleaning before installing inserts.

WCCT Sign Grant: Bronze signs were delivered and look fantastic. Waiting for Loyal to return to locate & mount on posts. Eric has painted & mounted the plywood on the Guardhouse Bars. We need to decide what signage is to be displayed, write them up & send to Optimist for printing.

Financial/Grants

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

Volunteer

Volunteer Hours (Museum support) for June were 57.0, est value (57 x \$20) \$1,140.

PR/Marketing/Promotion

Denise Bokum appeared on the KODL Coffeebreak in June 2021 and will appear again in July (note: due to Cruise ship schedule, Cal may not be available).

Design Charrette/New Vehicle Stakeout

No activity or updates for June

Other

No additional activity identified at this time.

Submitted,
Denise Dietrich-Bokum
07/09/2021

Fort Dalles Museum and Anderson Homestead

Treasurers Report for June 2021

July 13, 2021

Submitted by, Daliea Thompson Treasurer

Well, it has been a whirlwind of a year (pun intended). We sustained through the worst of times- reduced attendance due to Covid 19, the loss of our Museum Director for several months, and the shock of major tree damage and subsequent removal of several trees at great expense on our grounds.

In a nutshell, it has been nuts!

As Mike Middleton, the Wasco County Fiscal Director has aptly reported for the last year, our dues and memberships and admissions are down significantly. The Covid 19 has had a major impact on our revenue for the year. Last year our admissions were at \$24,544.00 and this year we had about \$20,000 less in revenue and only received \$4,548.00 in admissions.

In addition, our main fundraising arm namely our Museum Director was out on medical leave for several months during our normal membership drive months. Unfortunately, this resulted in about half the normal amount of annual memberships materializing for the Museum. Last fiscal year we had \$8725.00 in memberships and this year just about half at \$ 4085.00

The trees, the trees, the trees! Wow, we spent \$36,740.00 this year on Building Repair and Maintenance and Contracted Services compared to a paltry \$9805.00 last fiscal year. This

increase in both of these categories are due as we all remember to the windstorm that caused damage to the Museum and resulted in us having several trees removed to mitigate additional tree problems.

That is the bad news, at least what I can remember of it.

Here is the good news. First, both The City of The Dalles, and Wasco County assisted our Museum greatly with the addition of \$12,500.00 from each entity. We owe this to the past advocacy of Mike Middleton, Donna Lawrence, Loyal Quackenbush and all the other Commission members who spoke in favor of the Museum AND who have worked so hard to use all funds allocated in the past in the most responsible way.

We received additional private funding from the Hattenhauers who donated \$12,000.00 towards the removal of the trees. This gift was especially appreciated this year.

And we should also recognize our Commission President Elizabeth Wallis, and Mike Middleton, Wasco County Fiscal Director who both made huge commitments to fill in for the Museum Director during his leave this year. Because of Elizabeth and Mike, we did not have to hire additional staff to direct the museum.

Finally, some of our normally high expenses ran lower this year. First, our utilities which normally is our outrageously high water bill is a bit lower this year. Last year, utilities were at \$7166.00 This year our utilities are a \$5,589.00 which is \$1500.00 lower. Our Ground Maintenance was \$4926.00 compared to \$8562.00 which is \$3636.00 lower. The savings in these two expenses for this year is a combined total of \$5136.00 less. Great job.

The outlook for the new fiscal year (that started July 1, 2021) is looking brighter than this time last year. We have a Museum Director here and working, the restrictions for Covid 19 seem to be lifting, travel is beginning to amplify and tourists are returning to the Museum. In addition, we don't have as many trees to possibly fall in a windstorm.

If we can begin to build up our admissions again, and to have our Museum Director focus on a major membership drive in the fall and winter. I think we can see the light at the end of the tunnel and start back on our progress to match our allocations from The City of The Dalles and Wasco County with our admissions, donations and memberships.

These numbers as Mike will tell you are preliminary as they are not the audited finals. However, I think it does serve accurate enough to summarize the turbulent year that we had and give us hope for a smoother fiscal year ahead.

Financial Notes for Museum – June 2021

- 12th month of the fiscal year = 100.0% complete for straight-line analysis

Revenues

- Due to COVID – revenues are down considerably
 - \$4,548 in admissions compared to \$24,544 last year at this time
 - Starting to increase as starting to open
 - Running into months closed in FY20
- Memberships are down significantly
 - Due to COVID and staffing issues this is executing at 45.4% instead of the 109.1% from last fiscal year
 - \$4,640 down compared to last fiscal year at this time
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
 - The additional \$12,500 has already arrived in this fiscal year, instead of next fiscal year
 - Due to this, the execution percentage is 155.6% instead of 100.0%. When the additional \$12,500 is considered, the percentage is right on target.
- Interest for June has been allocated
 - Interest is down significantly – LGIP dropped to 0.60% in January; last year at this time it was 2.0%
- Total revenue (resources) up \$4,947 from last year at this time
 - Includes the beginning fund balances – if removed from consideration revenues are down \$6,861
 - Once again, the \$12,500 additional funding from The Dalles has helped as has starting back up.
 - The large donation received in June helped to pull revenues up to the prior year levels

Expense

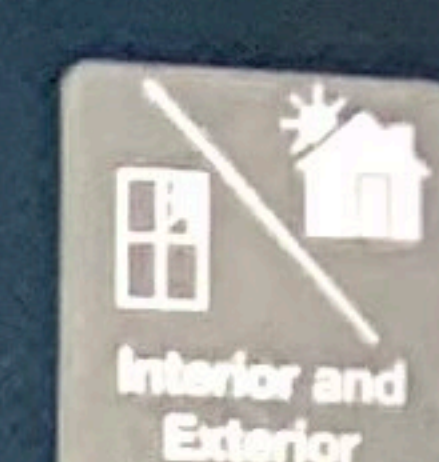
- Personnel is executing at 94.7%, which is within the straight-line budget expectation
 - All Personnel has been posted for June
- Building Repair & Maintenance is \$20,160 compared to \$6,905 last year at this time
 - This is due to the wind damage repair work
- Contract Services has executed at 87.3% already - \$16,580
 - \$6,600 crane rental for tree work
- Advertising is 107.2% - \$5,359
 - based on last year's costs – this is \$3,296 better than last year
- Grounds Maintenance – only \$4,926 to date compared to \$8,562 last fiscal year
 - Much better position than last fiscal 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 \$57,066 – or 99.0% of appropriation for M&S
 - The Budget Change for \$9,000 was approved by the BOCC – and posted in May
- Overall expense execution is 97.2%
 - Leaves a margin of 2.8% to cover year end accruals

Summary

The Museum is starting to generate revenue again. The additional contributions from The Dalles and the private donation added \$25K to the revenue putting the Museum on par with last year's revenue despite the COVID closure. There will be additional expenses accrued against the fiscal year as invoices are reviewed – July invoices for services/goods delivered in June. There is \$2,795 in appropriation capacity to address these invoices which will be more than enough. The museum is finishing the fiscal year in a good position. The current position is a decrease in the fund balance of \$11,632 leaving a still comfortable fund balance.

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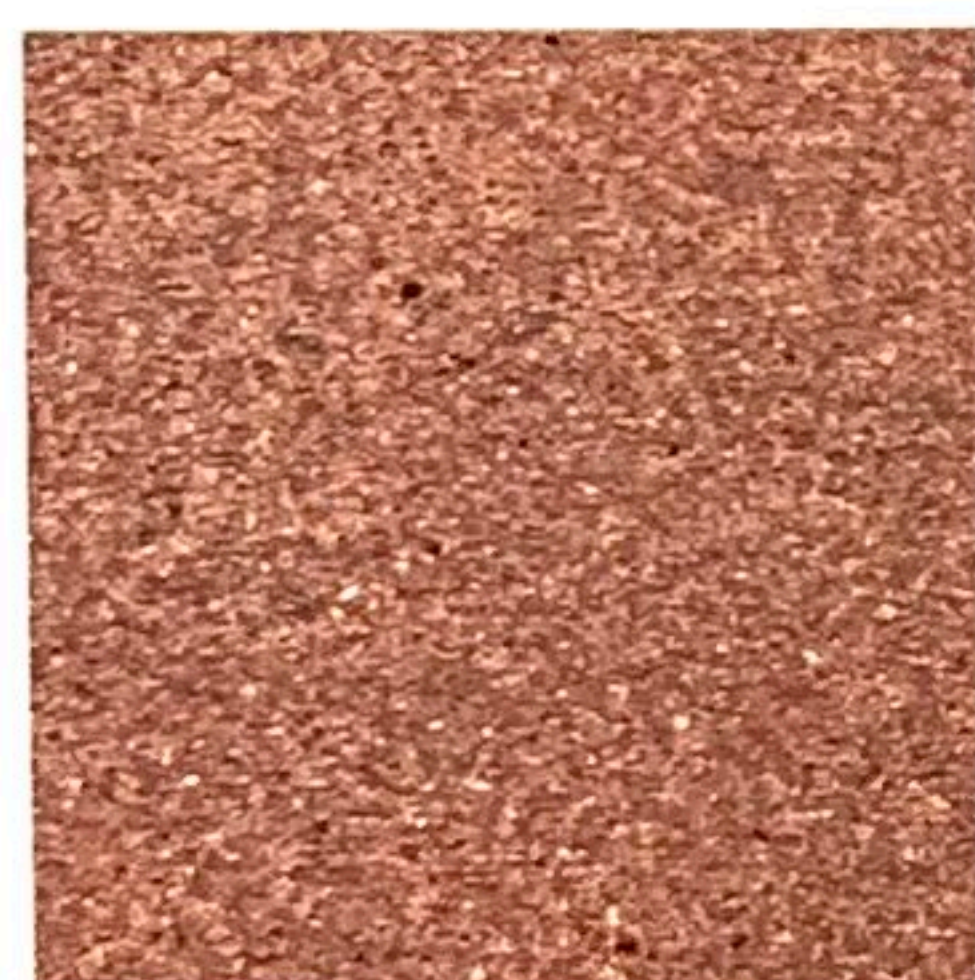
- Siliconized 100% Acrylic • Weather Resistant • Chemical and Hot Tire Resistant
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ACHIEVE DIFFERENT LOOKS

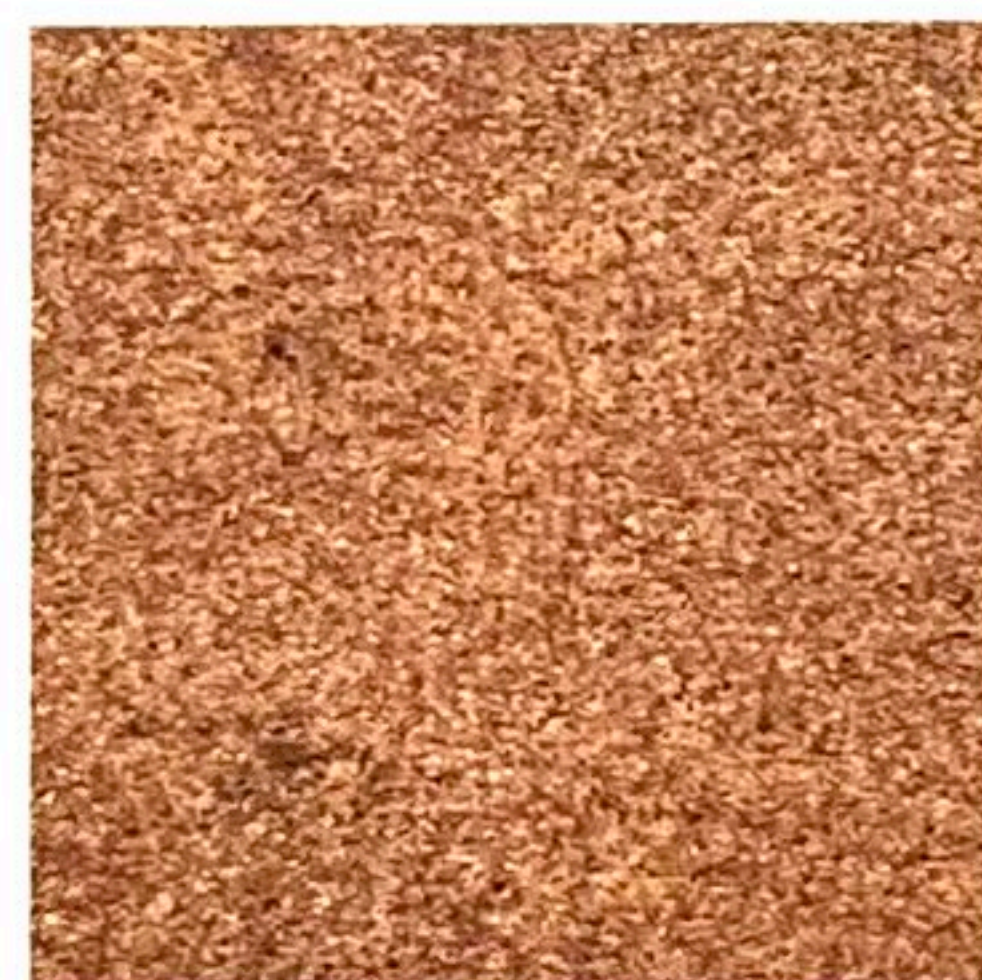
UNCOATED SURFACE

NATURAL STONE LOOK

UNIFORM LOOK



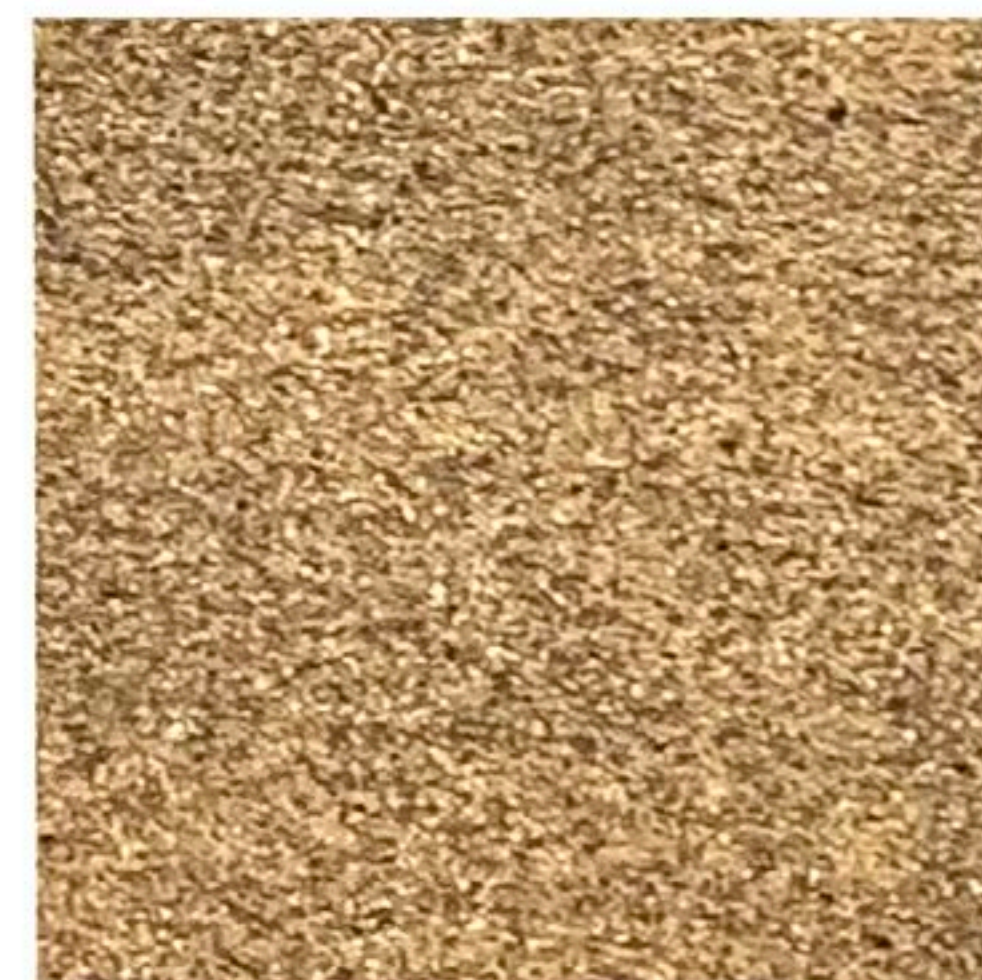
Chicory STC-32



Moroccan Dunes STC-23



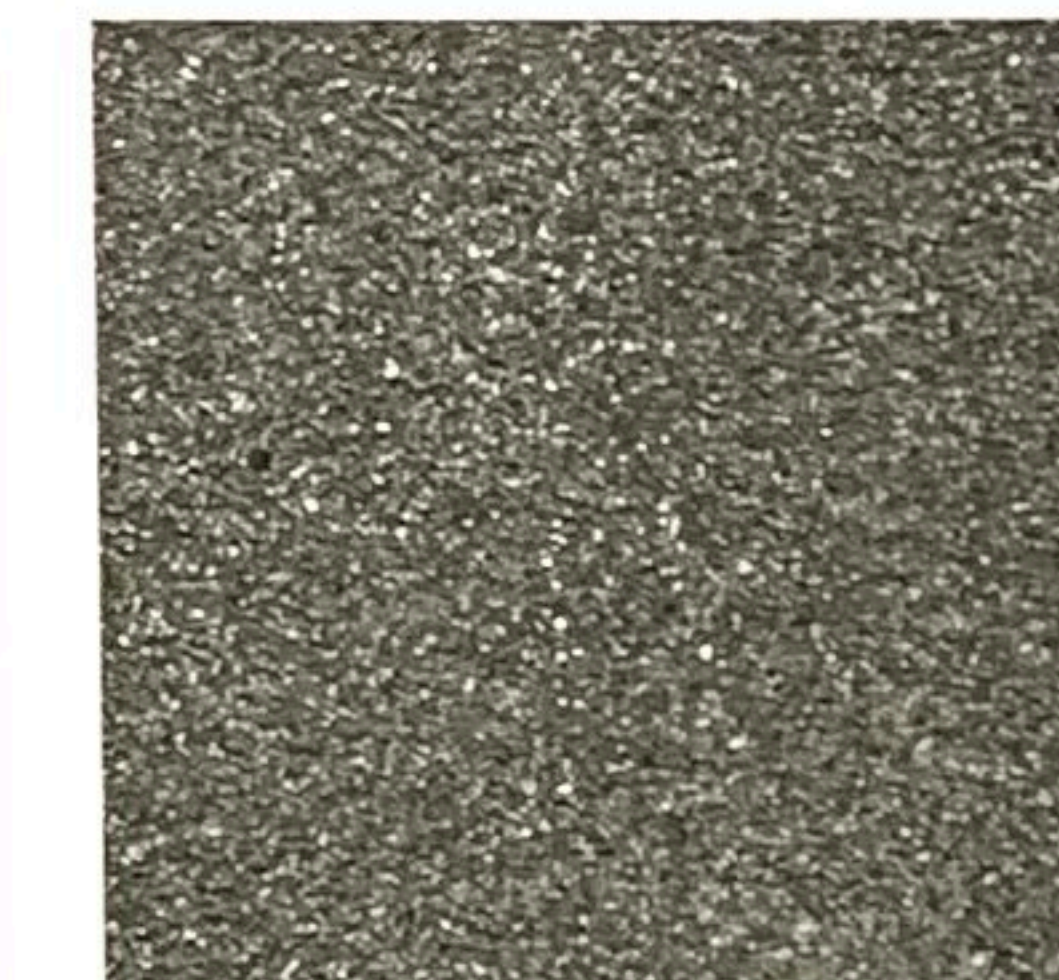
Warm Shale STC-21



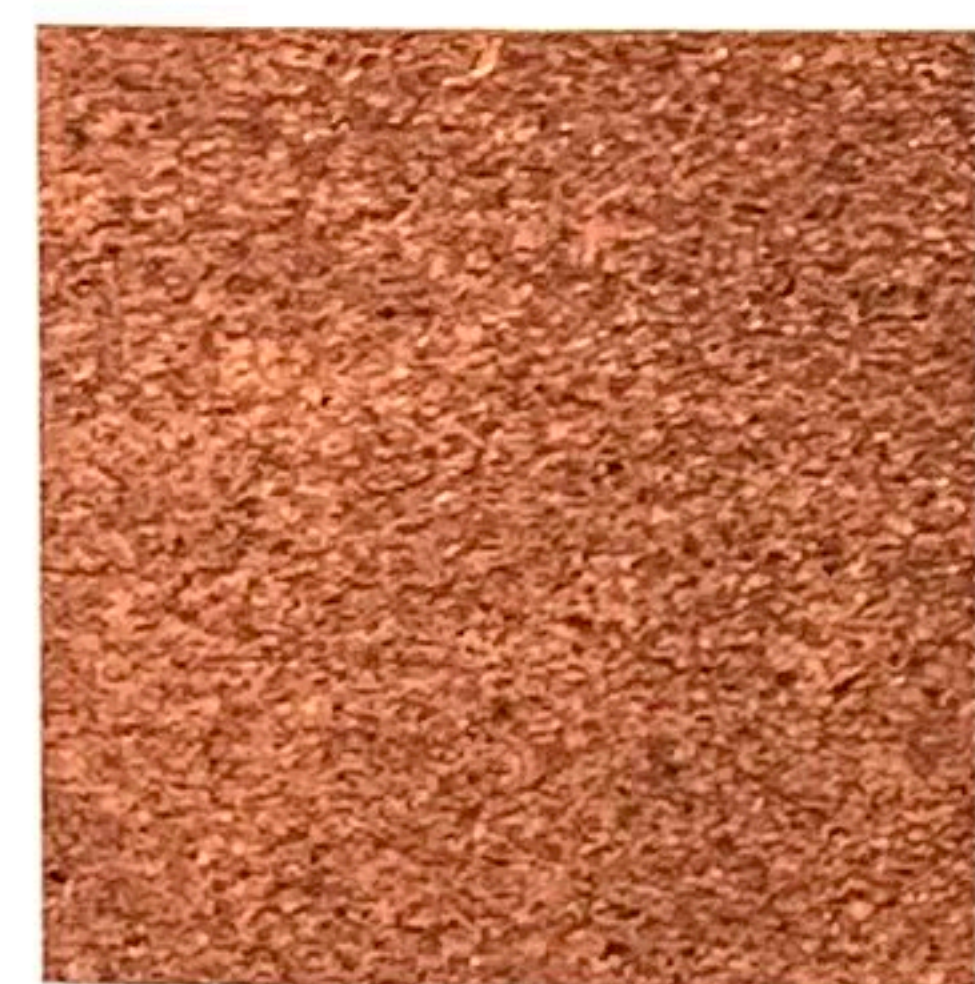
Lodén STC-22



Smokey Patina STC-34



Dark Coal STC-35



English Brick STC-33



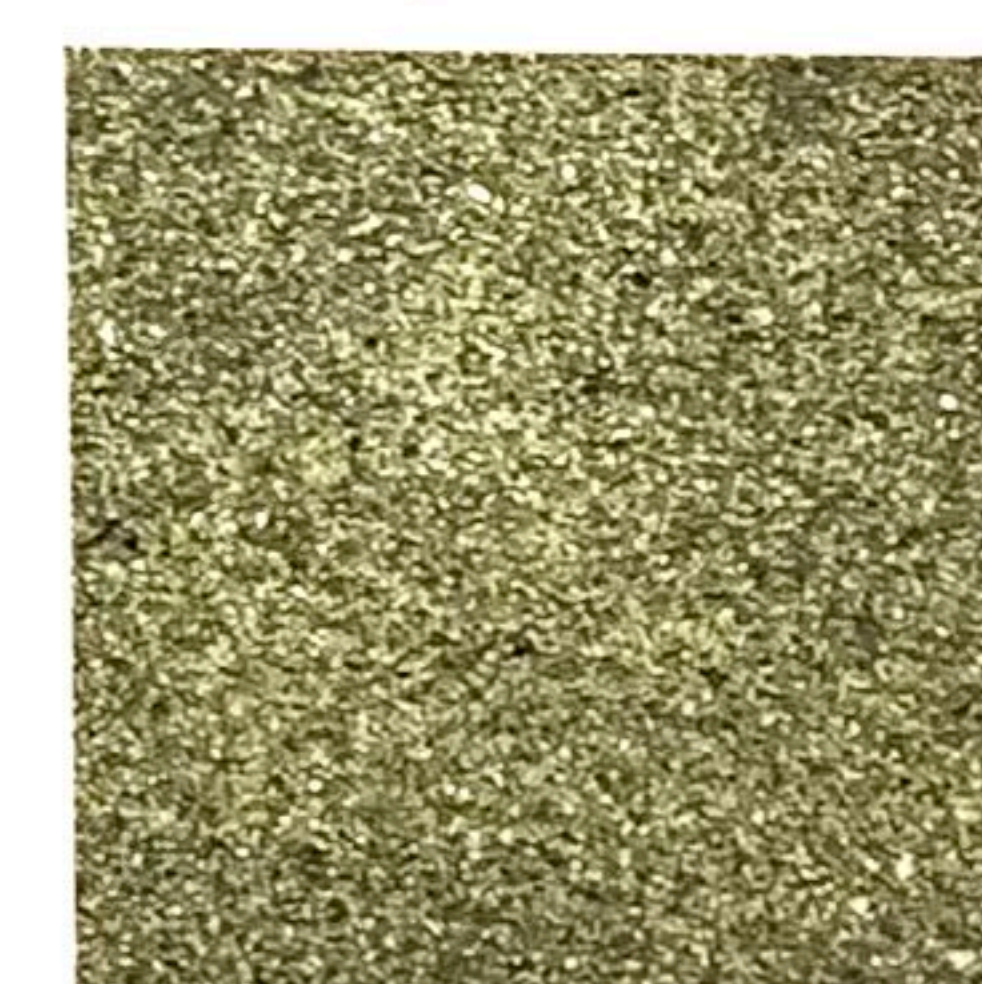
Natural Henna STC-31



Sunbaked Clay STC-12



Tuscan Gold STC-20



Stone Moss STC-25



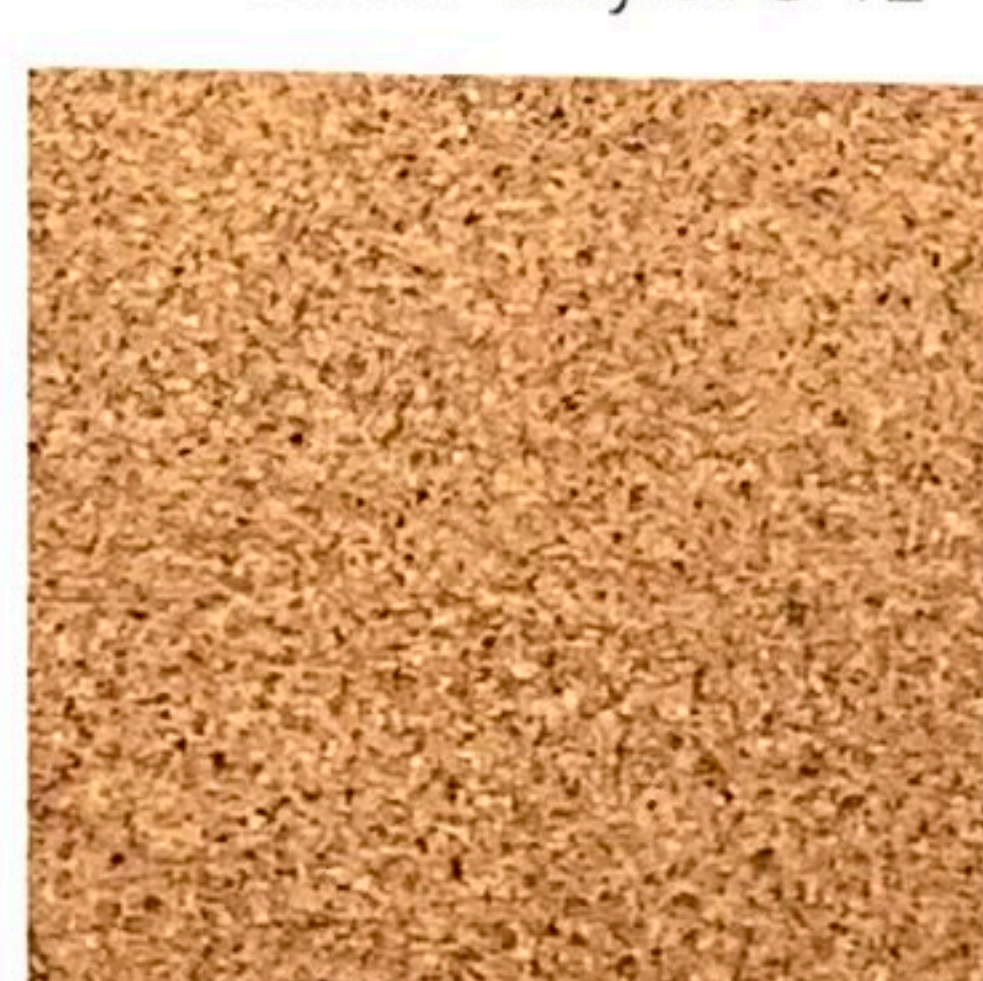
Blue Boulder STC-24



Terra Cotta Glaze STC-30



Saltillo Tile STC-13



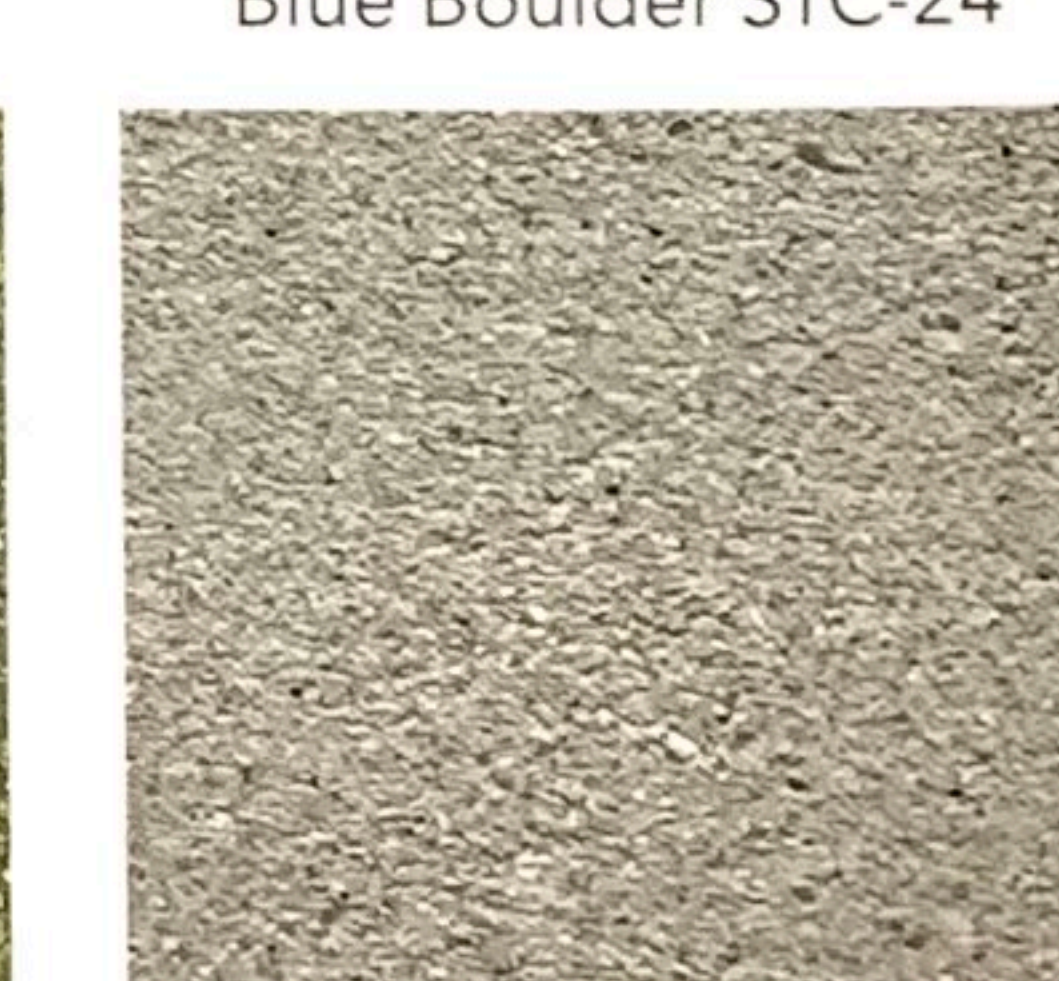
Grotto STC-11



Desert Flagstone STC-10



Forest Slate STC-15



Water Stone STC-14