

AGENDA MUSEUM COMMISSION  
August 11th, 2020 6:00 PM  
Virtual meeting via Go-To Meeting

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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

## **CALL TO ORDER**

- ROLL CALL: Elizabeth - Eric - Daliea - Donna - Mike - Loyal
- APPROVAL OF AGENDA

## **MEMBERS OF THE PUBLIC & COMMENTS**

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County

Foundation Ex-Officio(s)

Cal McDermid, Director

## **TREASURER'S REPORT: (attach)**

## **MUSEUM DIRECTOR'S REPORT: (attach)**

### **OLD BUSINESS:**

- Vote on July meeting minutes **vote (attach)**
- Update on projects: (roundtable)
  - Eliz. re: Cal's review, paperwork progress / thumb drive
  - Eric: clock, threshing log
  - Cal: Alarm codes & alarm options
  - Cal & Donna: did thank you cards get mailed?
  - Loyal: grounds
- Draft Acquisition Cover Letter **vote (attach)**

### **NEW BUSINESS:**

- Reopening challenges
- Possibility of turning the fence over?
- Financial work group

**NEXT MEETING: Via Go-To Meeting September 8th, 2020**

Fort Dalles Museum and Anderson Homestead Commission Meeting  
Tuesday August 11, 2020  
Via Conference Call

Members Present

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

Members absent and excused Loyal Quackenbush

Members of the public

Denise Dietrich Bokum, Mary Davis ex-officio Fort Dalles Museum Foundation, Matthew Klebes  
-Wasco County, Mike Middleton, Fiscal Director-Wasco County Cal McDermid, FDM Director

The Meeting was called to order at 6:07 pm

Approval of the agenda

Eric made a motion to accept the amended agenda, Donna Lawrence seconded it. The motion carried.

Treasurer's Report Mike Middleton Fiscal Director Wasco County (attached) Mike clarified that The City of The Dalles is making regular allocation payments. Mike also will see if some of the funds that Steve Stroud was paid for the Anderson House staining can be posted to last year.

Special note on the Financial Notes is that the Museum has spent \$350. not \$8562.

Dalia Thompson, Secretary Treasurer (attached)

Directors Report (attached)

We received \$250.00 in donations 131 hours in volunteer hours in July. Paulette Brooks, a resident of Mosier, had a knitting shop in The Dalles for many years. Paulette would like to volunteer as part of her academic degree at the University of Moscow, in Idaho. Cal would like to have The Commission approve this arrangement.

Cal will coordinate with Wasco county to complete requirements for her volunteer work and credit with her education institution.

There are some irrigation problems at the Anderson House. Matthew Klebes will continue to assist.

Old Business

Vote on July meeting minutes Eric Gleason made a motion to accept the minutes as submitted, Daliae Thompson seconded it. Motion passed.

Update on Projects

Elizabeth -Cals review, paperwork progress, thumb drive

Elizabeth Wallis and Matthew Klebes will do Cal McDermid review via video  
Documents are still being scanned  
Documents are being stored in the Cloud and thumb drive for backup

Eric-Clock, threshing log

Eric picked up the glass from Bob's Glass, he will put it together and expenses are around \$39.00

Gene Shearer may be able to help with some of our other building projects.

The flickers come back every year and are damaging the siding of the Fort. Donna asked about netting. Eric said we had chicken wire before, and the putting up and taking down is difficult. Elizabeth suggested suet feeders to attract them elsewhere. Eric will call the OSU extension to get some ideas.

Cal-Alarm codes and alarm options

There are codes for Elizabeth and Eric. Elizabeth has information about the system she uses. Donna shared information about her system. Elizabeth will drop off an extra camera at the Museum. We will experiment. Eric made a motion to authorize Elizabeth to spend \$250.00 to install wireless cameras at the Museum. Elizabeth will coordinate with Matthew Klebes to ensure it meets the county requirements.

Cal- and Donna Thank you cards

The cards were sent out last month.

Loyal-Grounds already discussed

Draft Acquisition Cover Letter

The group decided to change a couple words for better readability. Dalia Thompson made a motion to accept the document as amended and to post on the web site. Donna Lawrence seconded it. Motion carried.

New Business

Reopening challenges

Cal reported. Cal said if we were given the OK to reopen they are ready. Cal said he feels that he has enough volunteers. The Commission formerly stated they would follow the leadership of the Discovery Center and they are open.

Denise Dietrich Bokum had concerns regarding the reporting of the Health Department.

We still need to require masks.

Dalia Thompson made a motion to open the Museum as per the Directors ability and direction, Elizabeth Wallis seconded it, motion carried.

Possibility of turning fence over

Elizabeth Wallis reported the cyclone fencing is upside down and has scratched guests. We would like to get the fence turned right side up. Elizabeth suggested we get the county to help with us. Matthew Klebes will ask around to see if it's feasible for the county to do this for us. Matthew Klebes asked if we could supply the pizza for the group. We may need to purchase new clips.

Financial Work Group

Dalia Thompson brought the idea to the group that we need to have a work group to address the scenario. Discussion ensued.

Elizabeth will make a motion to make a fiscal work group to review our fiscal situation. Dalia seconded. Motion carried.

Cal McDermid, the FDM Director started a newsletter and wanted to go forward in presenting a fundraiser to help bring in additional monies.

The Meeting was adjourned at 7:29

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

**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**

**JULY 2020 DIRECTOR'S REPORT**

**For August 11, 2020, Museum Commission Meeting**

A report taken from the daily logs for the month of July 2020:

Ø Admissions collected in July 0.

Ø Cruise Ship admissions in July 0

Ø Friendship renewals for July \$0.00.

Ø Donations \$275.00.

Ø Total Volunteer Hours for July: 130 hours

Ø We had a phone call from a small group of the Anderson Homestead descendants who were wondering if they could see some of the Museum if they wore masks. We told them to come up. It turns out that there were 14 people in the group – the youngest being part of the 7<sup>th</sup> generation of the family. Everyone wore masks and we separated them as much as possible. Sam came down to visited with them. Fun to hear the stories and share some of their family history.

Ø MAJOR NEWS: The Threshing Log has been re-installed in the upper Anderson Barn. Eric, Jacque and Sam were the driving forces to getting the log re-installed. We will do text panels to explain how the threshing log works.

Ø A crew from the city spent a day working on the Surgeon's Quarters building. There were birds who had settled in over the eaves and the holes that they made needed to be covered. Eric supervised that project.

Ø Work is continuing on the grounds and buildings. The vehicle building is about 98% completed. Just needs some touch up paint.

Ø Volunteers put in 130 hours for the month of July. The high temperatures outside kept many of the volunteers at home.

Ø The House, Granary and outhouse received a coat of preservative. Commission member Loyal Quackenbush supervised that project.

Ø New text panels were installed in the Anderson House. The new panels are easier to read and contain more information. We have done some rearranging and deep cleaning in the Anderson House.

Ø The Anderson Barn is a main focus now. We have the big cases moved into place and items ready to be put in the cases. Cooler weather will see us really getting things done in the barn.

Ø I am starting new text panels for the Vehicle shed. We are also ready to install the signs for the self-guided grounds tour.

Ø I spoke at the re-dedication of the Vogt Fountain at Sorosis Park. I also got a plug in for the Sorosis Club and the Museum.

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

Ø Respectfully Submitted

Cal



Fort Dalles Museum and Anderson Homestead Commission  
Treasurers Report  
for  
August 2020

submitted by  
Daliea Thompson, Secretary /Treasurer

The current fiscal report submitted by Mike Middleton yesterday shows that The museum has not received any income from:

Admissions  
Memberships  
Merchandise Sales

If we continue on this trend we will be \$23,200 short on our current budgeted amounts.

The Current Actual Beginning Fund balance is unknown.  
The Current Actual Martin Donation Beginning Fund Balance is unknown

As of this current Fiscal Report

Total fiscal year 20-21 Revenues are \$1875  
Total fiscal year 20-21 Expenses are \$12,253

Difference between actual Revenues and Expenses for the month of July 2020 is -  
\$10,378.00

Some questions to consider

Is The City of The Dalles holding back payment indefinitely due to Covid 19? Mike Middleton may have the answer to that question.

Should we as a Commission form a work group to examine the projected budgetary shortfalls and start working on strategies to help mitigate the losses in the current budget year?

Should we as a Commission start looking for alternative revenue sources or ways to reduce costs.

Should we make a formal plan to use our beginning fund balance as the “ make up” for the reduced revenues?

Should we make a formal plan to not use our beginning fund balance as the “ make up “ for the reduced revenues?

I think there may be some philosophical and practical differences between the Commission members about what actions need to be taken in the the financial management of our Museum during this time.

With the uncertainty of the implications Covid 19 on this years budget, I am requesting that the Commission form a committee to meet and bring back some analysis and recommendations to the group.

## Financial Notes for Museum – July 2020

- 1st month of the fiscal year = 8.3% complete for straight-line analysis
- This is preliminary as the start of the fiscal year is not every smooth

### Revenues

- Due to COVID – there have been no revenues aside from support from The Dalles
- Wasco County transfer-in has not been processed yet – should be done this month
- Interest for July has not been allocated yet – will see it next month

### Expense

- Personnel is executing at 7.5%, which is within the straight-line budget expectation
  - The amount is \$64 less than last fiscal year
- Contract Services has executed at 74.8% already - \$7,475
  - On 7/30/20 this was paid to Steve Stroud for work on the Anderson House
  - This will be reviewed, if a portion is allocable to the prior year, the costs – or portion thereof – allocable will be moved.
  - Museum Commission should discuss – what was completed when?
- Advertising is 19% - \$950; based on last year's costs – this should be watched
  - Statehood Media LLC
- All other expenses are within the budget expectations
- Total M&S expense is \$9,091 – or 18.7% of appropriation
- 

Grounds maintenance is up to \$8,562 and a budget execution of 114.2%

**Museum  
Monthly Financial Report  
Fiscal Year 2021 - July 2020**

Filters

Fd	211
Cat	(Multiple Items)

		Data						
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year	
				Budget Executed	Budget Executed	Year % Change		
<b>Revenue</b>								
MUSEUM								
NON-DEPARTMENTAL RESOURCES-R								
MUSEUM NON OPERATING RESOURCES-R								
BEGINNING FUND BALANCE-R								
BEGINNING FUND BALANCE	107,287	-	227,973	0.0%	263.6%	-100.0%	(227,973.33)	
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	143,133	-	-	0.0%	0.0%	#DIV/0!	-	
BEGINNING FUND BALANCE-R Total	250,420	-	227,973	0.0%	98.6%	-100.0%	(227,973.33)	
INVESTMENT EARNINGS-R								
INTEREST EARNED	4,992	-	574	0.0%	15.9%	-100.0%	(574.12)	
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	(116)	#DIV/0!	#DIV/0!	-100.0%	115.66	
INVESTMENT EARNINGS-R Total	4,992	-	458	0.0%	12.7%	-100.0%	(458.46)	
TRANSFERS IN-R								
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	-	5,000	0.0%	100.0%	-100.0%	(5,000.00)	
TRANSFER FROM GENERAL FUND - COUNTY CONTRIBUTION	17,500	-	17,500	0.0%	100.0%	-100.0%	(17,500.00)	
TRANSFERS IN-R Total	22,500	-	22,500	0.0%	100.0%	-100.0%	(22,500.00)	
MUSEUM NON OPERATING RESOURCES-R Total	277,912	-	250,932	0.0%	97.5%	-100.0%	(250,931.79)	
NON-DEPARTMENTAL RESOURCES-R Total	277,912	-	250,932	0.0%	97.5%	-100.0%	(250,931.79)	
ADMINISTRATION-R								
MUSEUM OPERATING EXPENDITURES-R								
LICENSES FEES & PERMITS-R								
ADMISSIONS	13,000	-	5,213	0.0%	18.6%	-100.0%	(5,212.75)	
MEMBERSHIPS	9,000	-	120	0.0%	1.5%	-100.0%	(120.00)	
MERCHANDISE SALES	1,200	-	626	0.0%	20.9%	-100.0%	(625.50)	
LICENSES FEES & PERMITS-R Total	23,200	-	5,958	0.0%	15.3%	-100.0%	(5,958.25)	
INTERGOV'T REV - NON SINGLE AUDIT-R								
DALLES CITY-MUSEUMS	22,500	1,875	1,875	8.3%	8.3%	0.0%	-	

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2021 - July 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	1,875	1,875	8.3%	8.3%	0.0%	-
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CHARGES FOR SERVICES-R							
N WASCO PUD	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	-	728	0.0%	11.2%	-100.0%	(727.75)
MUSEUM OPERATING EXPENDITURES-R Total	52,200	1,875	8,561	3.6%	9.9%	-78.1%	(6,686.00)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	52,200	1,875	8,561	3.6%	9.9%	-78.1%	(6,686.00)
MUSEUM Total	330,112	1,875	259,493	0.6%	75.4%	-99.3%	(257,617.79)
<b>Revenue Total</b>	<b>330,112</b>	<b>1,875</b>	<b>259,493</b>	<b>0.6%</b>	<b>75.4%</b>	<b>-99.3%</b>	<b>(257,617.79)</b>
<b>Expense</b>							
<b>MUSEUM</b>							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,392	3,162	3,226	7.5%	7.5%	-2.0%	(63.92)
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	950	-	19.0%	0.0%	#DIV/0!	950.00
BLDG REPAIR & MAINT	8,000	-	-	0.0%	0.0%	#DIV/0!	-
BOOKS	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRACTED SERVICES	10,000	7,475	-	74.8%	0.0%	#DIV/0!	7,475.00
COPIER - LEASE & MAINTENANCE	1,032	-	14	0.0%	2.7%	-100.0%	(13.68)
DUES & SUBSCRIPTIONS	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
MAINTENANCE - GROUNDS	7,500	350	1,706	4.7%	22.7%	-79.5%	(1,356.18)
MUSEUM EXPENSES	1,500	-	240	0.0%	16.0%	-100.0%	(240.00)
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	-	10	0.0%	0.5%	-100.0%	(9.55)
TELEPHONE	1,250	120	108	9.6%	8.6%	11.3%	12.22
TRAINING & EDUCATION	500	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	195	-	2.0%	0.0%	#DIV/0!	195.41
OUTSIDE PLANT MAINTENANCE	250	-	-	0.0%	0.0%	#DIV/0!	-
SPECIAL EVENTS	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	-	-	0.0%	0.0%	#DIV/0!	-
MATERIALS & SERVICES-E Total	48,632	9,091	2,077	18.7%	3.6%	337.6%	7,013.22

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2021 - July 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
CAPITAL OUTLAY-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
<b>MUSEUM OPERATING EXPENDITURES-E Total</b>	<b>91,024</b>	<b>12,253</b>	<b>5,303</b>	<b>13.5%</b>	<b>4.9%</b>	<b>131.0%</b>	<b>6,949.30</b>
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
<b>ADMINISTRATION-E Total</b>	<b>91,024</b>	<b>12,253</b>	<b>5,303</b>	<b>13.5%</b>	<b>4.9%</b>	<b>131.0%</b>	<b>6,949.30</b>
<b>MUSEUM Total</b>	<b>91,024</b>	<b>12,253</b>	<b>5,303</b>	<b>13.5%</b>	<b>4.9%</b>	<b>131.0%</b>	<b>6,949.30</b>
<b>Expense Total</b>	<b>91,024</b>	<b>12,253</b>	<b>5,303</b>	<b>13.5%</b>	<b>4.9%</b>	<b>131.0%</b>	<b>6,949.30</b>

Thank you for considering the Fort Dalles Museum and Anderson Homestead for your donation! We survive and thrive on the generous donations of our community and take great pride in showcasing our heritage. One of the great challenges of a Museum like ours is resources. Every item that we accept must be identified, cataloged, photographed, displayed or stored, repaired, maintained, and moved around. This requires the time of our volunteers and staff as well as an environmentally-controlled space. We don't want mice in your Aunt Sally's sofa any more than you do!

The Commission of the Fort Dalles Museum and Anderson Homestead has attempted to make the donation process easy, while still working within our available resources. There are some things that we can not accept, some things we are looking for, and some that we need to assess on a case by case basis.

Any item that you are considering donating will need to be submitted to the Commission for review *prior* to bringing it to the Museum. The Commission may need up to 30 days to approve a request to donate. The Director and Volunteers are not able to accept any items, and items brought to the Museum without approval will not be accepted.

Donors will be provided with a receipt for their item, but it is the Donor's responsibility to determine value if they wish to claim it with the IRS.

Please fill out the Donation Request form below, or download it for print and drop a completed copy by the Museum, and know that we are deeply grateful for your consideration.

We must regretfully decline the following:

Pump organs

Sewing machines

Trunks

Large furniture

Schoolwork, yearbooks, and class pictures

Considered with conditions:

Quilts must have historical significance or be related to the Anderson Homestead or Sorosis Club.

Photographs and scrapbooks should be identified with individual names, location, and year taken, and be relevant to Fort Dalles Museum, Anderson Homestead, Early The Dalles, Sorosis Club, or surrounding region.

Vehicles or Wagons

We are excited to consider donations of the following:

Items related to the active years of Fort Dalles (1850-1880)

Items related to the Sorosis Club

Agricultural items from 1880-1930