

AGENDA MUSEUM COMMISSION  
September 14th, 2021 6:00 PM  
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Public comment :

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

## **CALL TO ORDER**

- ROLL CALL: Elizabeth - Eric - Daliea - Mike - Julie
- APPROVAL OF AGENDA

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

~~Mike Middleton, Wasco County Finance~~

Matthew Klebes, Wasco County, Administrative Services Director

Denise Dietrich-Bokum, Foundation Ex-Officio

Cal McDermid, Director

Gretchen Kimsey, FDM Volunteer

**MATERIALS-** (will be addressed per agenda, below)

AGENDA

AUGUST MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL and TREASURER'S REPORTS

PROPOSED WIRELESS EXPANSION

### **NEW BUSINESS:**

- Review and approval of the Agenda - **attached. Vote.**
- Director's Report - **attached**
- Financial and Treasurer reports- **attached**
- Foundation Report - **attached**

### **OLD BUSINESS:**

- August Minutes- **attached. Vote.**
- Wireless access throughout complex. **Attached, vote.**
- 2022 Gala still going forward?
- Wagon Building and / or Vehicle Building upgrades

**NEXT MEETING: October 12th, 2021**

**Fort Dalles Museum and Anderson Homestead Commission Meeting**  
**Tuesday August 10<sup>th</sup>, 2021**  
**Via Go To Meeting**  
Minutes

The meeting was called to order at -6:08 pm

Roll Call

Elizabeth Wallis-President, Eric Gleason-Vice President (arrived at 6:11 pm)  
Daliea Thompson-Secretary/Treasurer, Julie Reynolds, Mike Wacker, Loyal Quackenbush absent and resigned.

Approval of Agenda

Mike Wacker made the motion to approve the Agenda, Daliea Thompson seconded it, motion carried.

Members of the public and comments

Wasco County Staff -Mike Middleton-Wasco County Fiscal Director, Matthew Klebes-Wasco County Administrative Services Director, Cal McDermid, FDMAH Director

Members of the Public -Denise Dietrich-Bokum-Museum Foundation Ex-Officio, Traci Griffith, Sue Buce, Columbia Gorge Discovery Center

New Business

Review and Approval of the Agenda

Directors Report-attached

Flag Pole- we need to find someone who can redo the flag pole for the Surgeons Quarters, Susan Buce suggested contacting the Veteran's Home.

Matthew Klebes asked if the cruise ships are running at full capacity. Cal was not sure if they were, and stated that the attendance has increased but it does ebb and flow at this time.

Financial and Treasurers Reports- none provided. Mike Middleton reported that we are in the first month of our new year and he is just beginning the roll out of the MUNIS fiscal reporting system. Elizabeth asked if Cal will be able to access

the MUNIS program soon, Mike said yes as soon as possible, probably within the next two weeks.

Foundation Report-attached

Design Charrette for Vehicle Building- Eric stated that there are two archaeologists who will assist with the archaeological work pro-bono. Just getting the permits could have a substantial time impact.

Denise talked about two grants that the Foundation had recently been made aware of. One is an Emergency Hardware Support Grant, the other is a DPO grant. The DPO would not be awardable to the Foundation, as the Foundation does not preserve things, but wanted to give the information to the Museum as it might be applicable for the preservation of the Sorosis society and suffragettes' original documents. Denise wondered if collaborating with the Discovery Center would be possible. Sue explained that she would need the grant to cover staff time to handle the collection.

Deaccessioning of NAGPRA items- materials attached

Elizabeth made a motion to deaccession NAGPRA items listed in the materials provided, Mike Wacker seconded it. Eric complimented Sue Buce on all her work pulling this all together. Elizabeth stated she was also very thankful for Sue's work. Sue stated that there may be additional inventory that comes through later that qualifies for NAGPRA, Elizabeth stated that it would be fine to present these later as they are identified. Motion carried.

Mission and Vision subcommittee?

The Commission decided the current Mission Statement in our By-Laws is representative and should be added to the Museums web page.

Elizabeth will meet with Immense Imagery on Wednesday to update the Museum website with the addition of the Mission Statement, repairing broken links to past meeting materials, and reuploading the Volunteer Application form.

Loyal Quackenbush Resignation- Loyal has resigned as of this morning, 8.10.2021 Elizabeth is not sure what level of involvement he will be having when he returns.

Old Business

Updates on:

Moving wagons downtown for the winter (Cal, Matthew) No actual movement on this, Matthew will follow up with his contact downtown. The wagons will need a light cleaning before they are moved.

Installation of the UV screens on windows- (Eric and Mike)

This was reported on during the Foundation report. Elizabeth wondered if the new screens will help with our heating and cooling costs. Eric stated the hardest part is stripping the film off. They are working around visitors. Eric is confident that they will help with our heating and cooling cost. Denise wants to make sure the window cleaning invoice would go to the Foundation.

Commission meeting with Cal regarding volunteer recruitment- Elizabeth, Julie and Mike met regarding recruitment of volunteers. Cal really needs help with opening and closing two days a week. Many people are afraid to lock up and to be responsible for money. Cal is communicating with people and trying to help make volunteers comfortable with the opening and closing process.

Sue Buce suggested that we contact the colleges for interns. Sue stated PSU has sent interns to the CGDC in the past. She stated people will drive up from Portland to intern.

Matthew Klebes shared what great reviews the Museum has. He was very complimentary of the entire Museum and Anderson Homestead.

Updates Projects Reports. It is correctly updated, prioritized?- attached.

The flooring in the Surgeons Quarters upstairs and downstairs is complete. The trim molding still needs to be done.

The Gardener's Cottage- we need to fix the trim and patching on the east side. Eric is still looking for a local source for missing bricks for the interior.

Anderson House- doesn't need window caulking due to the inserts. Exterior lighting needed, we need a porch light for when the days are shorter.

Anderson Barn- chinking. Eric bought 1200 feet of rope. On Monday August 16<sup>th</sup> from 5 – 7pm there will be a work party for cleaning the barn and Eric will check out the chinking area.

Eric will inspect the exterior of Barn on the work day.

There is still ivy to mitigate. Elizabeth asked if Matthew could assist in getting this done. Matthew suggested that this was done usually in the fall by a work crew. He stated he would put it on the radar for fall.

Granary- Eric built screens.

Steps to the Grangary will be tabled until the Barn is done.

Vehicle Building- If we take the vehicles out of the building to the downtown area we will clean them then.

Cal has signs that need to be redone.

We have decided to table LED lighting for wagons.

Guardhouse bars need signage. Interpretive signage is a on-going process. It is part of a grant the Foundation received and there is a timeline for it.

The light pole next to the Gardener's Cottage. There was a problem when there were encampments on the property, but that was many years ago. We will leave it on the list but keep it a low priority.

Matthew Klebes-stated that NWPUD has restarted their grants again. They are usually 15-20 thousand. We need to think about what we can apply for, perhaps lighting, or LED lights. In order to be competitive we need to be aligned with their desires. We can get funded twice in a 5 year period. The grant is an Economic Development grant. *(note: MK informed EW 8.11.2021 that the application window for NWPUD grants has closed for this year).*

Vote on July 2021 minutes

Julie Reynolds made a motion to accept the minutes as submitted, Mike Wacker seconded it, motion carried.

Mike Wacker and Matthew Klebes stated the Governor may be having a press conference tomorrow. We do have masks at the Museum as well as hand sanitizer. There is discussion that as soon as the Governor makes a decision regarding the use of masks, we can just follow the rules of the state.

Sue Buce stated The Dalles Bridge will be closed Thursday – Sunday starting in September.

Denise would like the Foundation to apply for a grant to clean the upstairs closet or to put up shelves. Matthew Klebes stated the grant is competitive and that

whatever we submit needs to have an economic impact (*see note, above*).

The meeting was adjourned at 7:10 pm

Next meeting Tuesday September 14<sup>th</sup> 2021

**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**

**August 2021 DIRECTOR'S REPORT**

**For September 14, 2021, Museum Commission Meeting**

A report taken from the daily logs for the month of August 2021

Admissions collected in August: \$3010.00

Cruise Ship admissions in August \$3990.00

Friendship renewals for August \$ 000

Donation \$645.00

Total Volunteer Hours for August 228 hours

Major street repairs to 15<sup>th</sup> street made getting people in and out of the museum a challenge. Construction People were great, Tour Bus drivers were great, visitors were great. 15<sup>th</sup> Street really needed repair and now things are back to normal.

We continue to receive many compliments on the Museum, Vehicle Building and the Anderson Homestead. Travelers are very happy with what they find when they visit Fort Dalles Museum/Anderson Homestead.

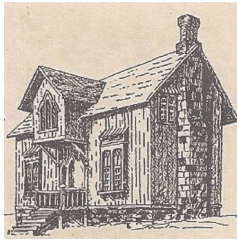
Filling the Volunteer schedule continues to be a challenge.

I am planning to reschedule the Barn Clean-up now that it is cooler.

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**  
**August 2021**

**Fundraising/Projects**

**\$115 Campaign:** Eric & Megan (a friend) finished putting in the window inserts. A thank you was sent to Megan who spent about 6 hours on the project.

**WCCT Sign Grant:** No activity in August. Remaining things to be completed: sinking 2 posts for the bronze signs and then mounting the signs, developing, and printing the interpretative signs to be mounted on the Guardhouse gates. We have a time limit on this project, Sept 30, and any funds not spent need to be returned to WCCT. We can get an extension till the end of the year.

**Financial/Grants**

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

**Volunteer**

Volunteer Hours (Museum support) for August were 5.0, est value (5 x \$20) \$100.

**PR/Marketing/Promotion**

Denise & Cal appeared on KODL in August. Will do same in September.

**Design Charrette/New Vehicle Stakeout**

Measurements of a tentative layout have been completed. The impact of the archaeological evaluation on cost and timing is unknown & a concern. Eric has told us that he will need the footprint of the proposed building to apply for permits for the dig. He is hoping to work with volunteers or for a reduced fee for the archaeology work.

The Foundation may propose a building, but the Museum Commission ultimately will decide the footprint and style of any new building. The Foundation is acting as an advisor in this project.

**Other**

No additional activity identified at this time.

Submitted,  
Denise Dietrich-Bokum  
09/10/2021

Fort Dalles Museum and Anderson Homestead Commission  
Treasures Report for July and August 2021  
Submitted to The FDMA H Commission  
Submitted by; Dalia Thompson, Treasurer

We each received a copy of the new formatted report from Mike Middleton, Wasco County Fiscal Director. Revenues as stated reflect additional funds from The City of The Dalles and Wasco County which is a great help in giving us a much needed cushion for the beginning of our fiscal year.

We are facing a challenge in our expense side as Mike pointed out with the change in the straight-line rate due to overtime, but also the new increase pay rate of Wasco County reflects a more substantive increase over the course of the year.

#### Hourly Wages

Our original budget amount for Hourly Wages for the year is \$26,773.00 or approximately \$2231.00 a month. This is calculated by dividing the budgeted amount \$26,773.00 by 12 months.

Our current expense of Hourly Wages is \$5226.25 this results in a monthly amount of \$2613.25 a month. This is calculated by dividing the expended amount \$5226.25 by 2 months.

If we continue to pay Hourly Wages at the new amount of \$2613.25 monthly, which is a difference of \$382.25 a month. We will be over budget in the line item expense of Hourly Wages at the end of the year by \$4587.00 We will need to continue to monitor this change and keep this in mind when balancing all the other proposed expenses to our current fiscal year budget.

Overage \$4587.00

#### Overtime

We have expended over half of the overtime funds available in our current budget. We have budgeted \$400.00 for the year we have expended \$241.23 leaving us \$158.77 remaining in our budget for the rest of the fiscal year.

#### FICA

We originally budgeted \$2079.00 for this line item We have currently expended \$418.30 of this over the past two months. The original calculation speculated a cost of \$173.25 per month. We are seeing a actual expense of 209.15. this is calculated by dividing \$418.30 by two ( 2 ) months. This is a difference of \$35.90 a month and will result in a \$430.80 in additional FICA costs for this fiscal year.

Overage \$430.80

#### Workers Compensation

Workers Compensation is at the level budgeted

#### PERS

PERS is running at \$276.84 a month or \$3322.08 for the fiscal year. Our original budgeted amount is showing as \$243.25. The difference is \$33.59 a month for a overage of \$403.08 at the end of the year.

Overage \$403.08

#### Health Insurance

Health Insurance is at the level budgeted and even approximately \$100 dollars less.

Dental Insurance

Dental Insurance is at the level budgeted approximately.

Long Term Disability

Long Term Disability is at the level budgeted

Total Amount of anticipated Overage in Personnel costs for FY 21-22

PERS	\$403.08
FICA	\$430.80
Hourly Wages	\$4587.00
Total in overage	\$5420.88

Please keep this in mind going forward as we consider the up an coming fiscal actions and when examining expenses.

## Notes for Museum Financial Statements as of August, 2021

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 2<sup>nd</sup> fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 16.7%.

### Revenues:

- Beginning fund balance revenues are not final yet but should not be changing – represents a \$13K decrease in fund balance
  - \$12,500 from The Dalles decreased the loss experienced; another \$12,500 is coming from Wasco County to further offset the losses (see below)
- Interest is down – LGIP is 0.6% annual rate currently
- Wasco County transfers are in at 100% - includes the additional added in the budget process to assist in the COVID response.
- The Dalles has not made the monthly payments yet. This is just typical fiscal year startup timing.
- Admissions are up but that is mainly due to being closed last year at this time.
- Memberships are low, but this is expected
- Donations of \$5,981 exceeds the estimated planned amount

### Expenses

- Personnel costs are over the straight-line rate due to overtime, also more than last fiscal year at this time. Part of this is the increased pay rate done when the salary matrix was adjusted for many employees of the County.
- R&M costs are not linear, but the amounts in R&M should be watched
- No concerns in Capital or Contingency

### Summary

The additional funding from The Dalles last fiscal year and Wasco County this fiscal year reduce the net decrease for the prior fiscal year to about \$250 – this is taking the costs of the tree damage into account. At this point, the Museum is \$10,831 ahead of last fiscal year in total.

## Internet Service Provider

- Surgeon Quarters: in place (Charter / Spectrum)
- Anderson Barn (200 M down / 10 M up: \$64.99 / month (12-month) after 12 months: \$89.99 / month | installation: \$99

## Equipment (\$1377):

- **Surgeons Quarters:**
  - Router (cisco RV-260W): \$286
  - Range Extender (Netgear X4S): \$165
- **Vehicle Barn:**
  - Wireless Bridge (Asus RT-AC68U): \$160
  - Switch (cisco SG250-08): \$115
- **Homestead Side:**
  - Router (cisco RV-260W): \$286
  - Switch (cisco SG250-08): \$115
- Bulk Cat6 Wire, Termination plugs, etc: \$250