

Fort Dalles Museum and Anderson Homestead Commission Meeting
Regular Meeting Minutes
October 8th, 2019

PUD Conference Room

Commission Members present: Elizabeth Wallis, Donna Lawrence.

Commission Members absent and excused: Loyal Quackenbush, Eric Gleason, Daliea Thompson, Jeff Wolfanger, Mike Wacker.

Members of the public present: Mary Davis, Mike Middleton, Kathy White
Museum Staff present: Cal McDermid

Call to Order: The meeting was called to order at 5:55 p.m.

Lacking a quorum, no votes were held.

Agenda reviewed

Public Comments: Kathy White from Wasco County discussed long-term housing for meeting minutes, what is and isn't appropriate, and what is required by law:

- Approved and signed meeting minutes can be electronically forwarded to her & her staff for storage on the ORMS system. Paper copies are not required to be stored.
- Minutes are not to be stored on a personal site or by one private party.
- Supporting material to be included in long-term storage on ORMS, such as Director's and Treasurer's Reports.
- Final, approved minutes are to be posted to the Fort Dalles website for public viewing.

Directors Report: Attached. Donna asked Cal if he had approached local high school alumni as a donor base. Cal agreed to pursue this demographic.

Treasurer's Report: Attached. Mike Middleton reviewed the Financial Reports and summarized our financial position.

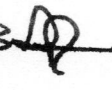
Donna was photographed for the website.
Elizabeth distributed updated contact lists.

Items for next meeting agenda were mentioned.

Meeting adjourned at 6:37 pm

Respectfully submitted,

Elizabeth Wallis and Donna Lawrence

Approved and accepted Dec. 10th 2019
FDM: AH Commission President Elizabeth Wallis 

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
October/November 2019 DIRECTOR'S REPORT
December 10, 2019 Museum Commission Meeting

- A report taken from the daily logs for the month of October: 253 paid visitors and 605 Cruise Ship passengers for a total of 858 paid visitors. There were 129 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$367.50. There were no Friendship new or renewal. Donations: \$350.00
Total Volunteer Hours for October: 665 hours.
- A report taken from the daily logs for the month of November: 107 paid visitors and 302 Cruise Ship passengers for a total of 409 paid visitors. There were 105 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$217.00. There was new Friendship" \$100.00 Donations: \$251.00
Total Volunteer Hours for November: 638 hours.
- We had guests from the following states and countries in the month of August: Montana, California, Pennsylvania, Arizona, Oregon, Washington, New Hampshire, North Dakota, Minnesota, Wisconsin, Kentucky, Missouri, Georgia, Tennessee, Maryland, Florida, Virginia, Nevada, Texas, Kansas, Utah, Michigan, Colorado, Vermont, Idaho, Ohio, New Mexico, Iowa, Illinois, Wyoming, Oklahoma, New York, South Carolina, Canada, France, United Kingdom.
- We had 605 Cruise ship visitors in October and 301 in November. Cruise ship income in the months of October and November totaled: \$4,940.00. The largest number of passengers for October was 89 on October 25 from the Empress. The largest group in November was 101 visitors again from the Empress on November 21.
- On October 17 the Museum hosted the annual Kiwanis Club Apple Juice pressing event on the lawn. Lots of notice of the new picnic benches and the gravel walkways. The kids were divided into 3 groups and toured the entire complex: Surgeon's Quarters, Vehicle Buildings and the Anderson Homestead. Lunch was served by the Kiwanis Group. While all of this was going on we welcomed 57 passengers from the Empress.
- On October 20 the Oregon Trail/Barlow Road hiking group visited the museum. We were expecting 18 people but there were 28 people in the group. It was an interesting group. They were very impressed by everything that we had
- On November 5 we hosted a second hiking group of 15 people.
- On Saturday November 23 celebrated the 140th anniversary of the St. Paul's Chapel downtown by offering free admission to the Fort Dalles Museum for those who were visiting the Chapel.
- Friendship renewal letters have been mailed. The Newsletter is going out this week.

- Coming up in December: Christmas at the Anderson Homestead on Sunday December 15. Myron and Dawn Egbert are putting this together. Dennis Davis will be providing some music. It will go from 1 pm – 4pm
- If the weather allows, we hope to get into the barn and do some inventory work and some rearranging. We are also hoping to get some volunteers to help with data entry.
- Merry Christmas to Everyone!

Respectfully Submitted

AGENDA MUSEUM COMMISSION October 8th, 2019 6:00 PM
Northern Wasco County PUD Conference Room 2345 River Road, The Dalles,
OR 97058- Please use the side door entrance

This meeting will be conducted in a handicap accessible room.

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 - Loyal - Mike - Jeff-
Mary
- APPROVAL OF AGENDA
- APPROVAL OF MINUTES FROM LAST MEETING

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

- **Kathy White from Wasco County to address the Commission**

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- Pics of Jeff & Donna to website
- National Historic Society signage- Eric
- Gardner's Cottage & SHPO- Eric
- Pursuit of insurance- Jeff
- Updated Contact list for distribution

NEW BUSINESS:

- AH wood rot-Eric
- Updated Project Report- Elizabeth
- Updated Strategic Plan- Elizabeth
- Elizabeth & Daliea's term set to expire 12/31/2019. We will need to hold elections at December meeting.
- Thank-you cards to Dennis Davis & Russ Brown for gravel path & AH fence.

ADJOURN NEXT MEETING: AT THE PUD December 10th, 2019

Financial Notes for Museum – October 2019

- 4th month of the fiscal year = 33.3% complete for straight-line analysis

Revenues

- Interest is \$562 more than last fiscal year at this time, budget execution is 48.1%
- Admissions are \$18,257 as of October 31st. This is \$5,273 more than last year at this time
 - Last month was \$5,573 ahead so October lost \$300 of the lead to date
 - Budget is executed to 65.2% compared to 57.7% at this time last year.
- Memberships are \$1,020 or \$945 more than last year at this time
 - Some change in the pattern of renewals?
 - Current execution is 12.7% compared to 1.2% last year
- Merchandise sales continued to grow to \$2,077 and is \$417 more than last fiscal year.
 - Last month this category was \$758 ahead of the prior year so October lost ground – could be due to timing
 - Current execution is 69.2% compared to 55.3% last year
- Donations are \$3,447 compared to \$819 last year at this time
 - Budget execution is 53.0% compared to 12.6% last year
- The PUD Grant for \$18,565 is not being ran through the Museum books
 - This is through the city as they are the owner of the property – per the PUD rules
 - This grant will not show in the County's financial statements/budget
 - Discussed last month

Expense

- Personnel is executing at 29.0%, which is within the straight-line budget expectation
 - The amount is \$973 more than last fiscal year
- Grounds maintenance is up to \$4,833 and a budget execution of 64.4%
 - The tables purchased early in the year are the reason, this is non-linear and budget will be watched – discussed in prior reports
- Museum Expenses are executing at 66.3%
 - This is primarily due to q purchase for \$419 to get a Square terminal and paper for the terminal – discussed in prior months
- Contracted Services does not have any transactions recorded yet – discussed in prior reports
 - This is where the projects Loyal is working on will be coded
 - The budget was set for using the PUD Grant that is now flowing through The Dalles
 - Museum will have a decision to make
 - As there will be now specific one time revenues to offset the projects, how to fund it:
 - Decrease fund balance to the extent necessary

- Decrease the Reserved fund balance by the expense or portion if it qualifies under the restrictions
- Do not need to decide now – just before the end of the Fiscal year which will allow time for the work to be completed

Overview

The fund is performing well. The only concern is the future costs coming for the improvement projects Loyal is leading. And it is not really a concern – more a matter of how the Commission wishes to allocate the costs. Which, if the admissions continue at the current rate, could well be a moot point.

Museum
Monthly Financial Report
Fiscal Year 2020 - October 2019

Filters	
Fd	211
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	86,483	83,145	99,845	96.1%	111.8%	-16.7%	(16,699.74)
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	144,828	144,828	142,775	100.0%	100.0%	1.4%	2,053.00
BEGINNING FUND BALANCE-R Total	231,311	227,973	242,620	98.6%	104.5%	-6.0%	(14,646.74)
INVESTMENT EARNINGS-R							
INTEREST EARNED	3,600	1,731	1,169	48.1%	58.4%	48.1%	562.00
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	185	(46)	#DIV/0!	#DIV/0!	-504.0%	231.35
INVESTMENT EARNINGS-R Total	3,600	1,916	1,123	53.2%	56.1%	70.7%	793.35
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	257,411	252,389	266,243	98.0%	103.8%	-5.2%	(13,853.39)
NON-DEPARTMENTAL RESOURCES-R Total	257,411	252,389	266,243	98.0%	103.8%	-5.2%	(13,853.39)
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	28,000	18,257	12,984	65.2%	57.7%	40.6%	5,272.70
MEMBERSHIPS	8,000	1,020	75	12.7%	1.2%	1259.3%	944.50
MERCHANDISE SALES	3,000	2,077	1,659	69.2%	55.3%	25.1%	417.30

Museum
Monthly Financial Report
Fiscal Year 2020 - October 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
LICENSES FEES & PERMITS-R Total	39,000	21,353	14,719	54.8%	46.0%	45.1%	6,634.50
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	7,500	3,750	33.3%	16.7%	100.0%	3,750.00
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	7,500	3,750	33.3%	16.7%	100.0%	3,750.00
MISCELLANEOUS-R	-	1,007	-	#DIV/0!	#DIV/0!	#DIV/0!	1,007.25
CHARGES FOR SERVICES-R							
N WASCO PUD	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CHARGES FOR SERVICES-R Total	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	3,447	819	53.0%	12.6%	321.1%	2,628.82
MUSEUM OPERATING EXPENDITURES-R Total	86,565	33,308	19,287	38.5%	31.6%	72.7%	14,020.57
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	33,308	19,287	38.5%	31.6%	72.7%	14,020.57
MUSEUM Total	343,976	285,697	285,530	83.1%	89.9%	0.1%	167.18
Revenue Total	343,976	285,697	285,530	83.1%	89.9%	0.1%	167.18
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	12,410	11,437	29.0%	29.1%	8.5%	972.67
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	2,776	1,439	55.5%	32.0%	92.9%	1,337.00
BLDG REPAIR & MAINT	6,000	510	16,500	8.5%	82.5%	-96.9%	(15,990.00)
BOOKS	1,300	546	422	42.0%	140.6%	29.4%	123.98
CONTRACTED SERVICES	19,565	-	-	0.0%	0.0%	#DIV/0!	-
COPIER - LEASE & MAINTENANCE	500	299	155	59.7%	31.1%	92.3%	143.30
DUES & SUBSCRIPTIONS	350	-	-	0.0%	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	-	-	0.0%	0.0%	#DIV/0!	-
MAINTENANCE - GROUNDS	7,500	4,833	2,191	64.4%	29.2%	120.5%	2,641.22
MUSEUM EXPENSES	1,500	995	257	66.3%	19.0%	287.1%	737.97
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	646	295	32.3%	14.8%	118.6%	350.31
TELEPHONE	1,250	456	308	36.5%	24.6%	48.2%	148.40
TRAINING & EDUCATION	1,000	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	1,903	3,003	19.0%	30.0%	-36.6%	(1,099.32)

Museum
Monthly Financial Report
Fiscal Year 2020 - October 2019

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	
OUTSIDE PLANT MAINTENANCE	500	(40)	-	-8.0%	0.0%	#DIV/0!	(40.00)
SUPPLIES - MERCHANDISE	100	30	423	30.0%	423.0%	-92.9%	(392.99)
MATERIALS & SERVICES-E Total	58,065	12,953	24,993	22.3%	36.1%	-48.2%	(12,040.13)
CAPITAL OUTLAY-E	6,500	-	-	0.0%	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	107,338	25,363	36,430	23.6%	31.7%	-30.4%	(11,067.46)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	25,363	36,430	23.6%	31.7%	-30.4%	(11,067.46)
MUSEUM Total	107,338	25,363	36,430	23.6%	31.7%	-30.4%	(11,067.46)
Expense Total	107,338	25,363	36,430	23.6%	31.7%	-30.4%	(11,067.46)