

Fort Dalles Museum and Anderson Homestead Commission Meeting

Regular Meeting Minutes

**Tuesday April 9, 2019
PUD Conference Room**

Commission Members Present: President Elizabeth Wallis, Donna Lawrence, Ex-officio representative from Fort Dalles Museum/Anderson Homestead Foundation Mary Davis

Commission Members Absent and Excused: Loyal Quackenbush, Mike Waker, Dalia Thompson, Eric Gleason

Commission Members Absent and Unexcused: None

Museum Staff Present: Cal McDermid, Director, Mike Middleton, Wasco County Financial Director

Members of the Public: Dennis Davis, Jeff Wolfanger

The meeting was called to order at 6:12 p.m. with the understanding there would be no voting since there was no quorum.

Public Comment: Cal introduced Jeff Wolfanger who is interested in becoming a member of our Commission. Jeff addressed the Commission expressing his interest in history of The Dalles and the Museum. He felt the history of The Dalles is the most important item The Dalles has to offer. The Commission suggested Jeff fill out an application and noted we could use another member.

TREASURER'S REPORT: Mike Middleton offered to update us on our finances since Dalia was absent. (Report enclosed). He pointed out we have \$3,400 more than we had last year at this time. We're looking good.

DIRETOR'S REPORT: Cal read his report (Enclosed)

OLD BUSINESS:

BUDGET MEETING: Cal, Elizabeth, and Dalia met with Tyler and Steve from Wasco County to discuss our budget. The meeting seemed to go well.

PUD GRANT: The grant request needs to be submitted by May 22nd. We will be asking for \$17,209. Loyal and Elizabeth have compiled most of the information and Elizabeth will finish the application and present it to the PUD.

LANDSCAPING: The plants have been purchased and will be planted by volunteers and Commission members on Easter weekend; specifically Saturday the 20th. Big thanks to Mike Waker for driving this project and to all who donated funds.

NEW BUSINESS: The Commission, including Mike Middleton, Wasco County Financial Director and Dennis Davis who is with the Foundation had a discussion to clarify the relationship between the Commission and the Foundation which has a 501C3 status. The Foundation has to remain separate from the Commission regarding financial matters and vice versa. Our Museum Director shouldn't spend his time raising money for the Foundation since he/she is paid by the County to work under the authority of the Commission not the Foundation. Only the Foundation board can decide how to spend their money. The Commission can request money from them, but the Foundation has to approve the request. The Commission, in turn, has to spend money given to them by the Foundation for the purpose requested. (It's possible documentation for the Foundation may be needed). If Foundation money isn't handled in this manner the Foundation could be deemed the "alter-ego" of the Commission and could lose their 501C3 status. On the flip side, the Foundation doesn't have authority to direct the Commission on how to spend money. Money can be donated to the Commission or the Foundation and deemed a tax write-off unless value is received for the donation, i.e. membership fees.

Mike also suggested it's best to use a "P" card to purchase items. In this way items can be more easily tracked and categorized (such as purchasing plants for landscaping).

MEETING ADJOURNED

Respectfully Submitted by Donna Lawrence acting Secretary

approved: May 14th 2019
accepted: Elizabeth Wallis, Commission President

AGENDA MUSEUM COMMISSION
APRIL 9TH, 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. Speaker 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 - Mary
- APPROVAL OF AGENDA
- APPROVAL OF MINUTES FROM LAST MEETING

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- By-Law question - Elizabeth
- County budget meeting recap-Daliea
- Volunteer coordinator- Cal?
- AH insulation update- Elizabeth
- Landscaping update - Mike

NEW BUSINESS:

- May work party- what do we want to accomplish?
- Schedule Executive Session in June for Director's Review

ADJOURN

NEXT MEETING: May 14TH AT THE PUD

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
April 2019 DIRECTOR'S REPORT
For May 14, 2019, Museum Commission Meeting

A report taken from the daily logs for the month of April 2019:

- Admissions collected in April \$1,017.00.
- Cruise Ship admissions in April \$2,355.00
- Friendship renewals for April \$630.00.
- Donation boxes in the Surgeon's Quarters and Anderson Homestead collected \$255.00 in donations in April.
- Total Volunteer Hours for April: 470
- We have a new display on Louis Scholl in the dining room.
- We have a major new display on the Sorosis Club of The Dalles. The display now contains a copy of the original letter written by Roxie Shackelford to Congressman Williamson written on January 2, 1904 regarding the surgeon's quarters and the 4 plots of land to be set aside for a historical site. The Bill was introduced to the House of Representative on January 13, 1904.
- We welcome Michael Byers from White Salmon as one of our Saturday volunteers. He is 14 years old and puts in a full Saturday shift twice a month.
- We had a quarterly inspection of the buildings and grounds from Wasco County and got a very positive report.
- The Birdhouse geo-cache in the crabapple tree is being managed by a new company and is just a one-stop cache.
- Additional contacts have been made with some people in the Maupin area regarding a split rail fence for the Anderson Homestead yard.
- A third quilt was hung in the upstairs hallway of the Anderson Homestead. This quilt was given to the Wasco County Pioneers Association with the understanding that it would be displayed at the annual Pioneers Association Meeting in May and the rest of the year that it would be displayed at Fort Dalles Museum/Anderson Homestead. The quilt is displayed in the upstairs hallway of the Anderson Homestead.
- The landscaping project is in progress. Mike Wacker is supervising this project. The late season snowfall slowed things down but they are on track to getting plants into the ground soon.

Museum
Monthly Financial Report
Fiscal Year 2019 - April 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	89,314	99,845	80,742	111.8%	139.1%	23.7%	19,103.04	
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	142,775	142,775	142,775	100.0%	100.0%	0.0%	-	
BEGINNING FUND BALANCE-R Total	232,089	242,620	223,517	104.5%	111.3%	8.5%	19,103.04	
INVESTMENT EARNINGS-R								
INTEREST EARNED	2,000	3,531	2,305	176.5%	192.1%	53.2%	1,226.27	
MARK-TO-MARKET	-	(1,623)	-	#DIV/0!	#DIV/0!	#DIV/0!	(1,623.12)	
INVESTMENT EARNINGS-R Total	2,000	1,908	2,305	95.4%	192.1%	-17.2%	(396.85)	
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	256,589	267,028	248,322	104.1%	110.6%	7.5%	18,706.19	
NON-DEPARTMENTAL RESOURCES-R Total	256,589	267,028	248,322	104.1%	110.6%	7.5%	18,706.19	
ADMINISTRATION-R								
MUSEUM OPERATING EXPENDITURES-R								
LICENSES FEES & PERMITS-R								
ADMISSIONS	22,500	20,667	16,906	91.9%	84.5%	22.2%	3,761.25	
MEMBERSHIPS	6,500	8,118	8,011	124.9%	100.1%	1.3%	106.50	
MERCHANDISE SALES	3,000	2,373	2,009	79.1%	67.0%	18.1%	363.68	

Museum
Monthly Financial Report
Fiscal Year 2019 - April 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	32,000	31,157	26,926	97.4%	86.9%	15.7%	4,231.43
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	15,000	16,875	66.7%	75.0%	-11.1%	(1,875.00)
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	15,000	16,875	66.7%	75.0%	-11.1%	(1,875.00)
MISCELLANEOUS-R	-	2,522	-	#DIV/0!	0.0%	#DIV/0!	2,522.05
CONTRIBUTIONS & DONATIONS-R	6,500	2,047	11,535	31.5%	164.8%	-82.3%	(9,488.05)
MUSEUM OPERATING EXPENDITURES-R Total	61,000	50,726	55,336	83.2%	89.3%	-8.3%	(4,609.57)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-R Total	61,000	50,726	55,336	83.2%	80.2%	-8.3%	(4,609.57)
MUSEUM Total	317,589	317,754	303,657	100.1%	103.4%	4.6%	14,096.62
Revenue Total	317,589	317,754	303,657	100.1%	103.4%	4.6%	14,096.62
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	39,254	29,544	29,359	75.3%	85.3%	0.6%	184.56
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	4,500	6,577	5,209	146.1%	115.7%	26.3%	1,367.95
BLDG REPAIR & MAINT	20,000	31,195	811	156.0%	4.1%	3745.9%	30,383.92
BOOKS	300	1,343	1,046	447.8%	348.7%	28.4%	297.26
CONTRACTED SERVICES	18,400	-	568	0.0%	3.1%	-100.0%	(567.97)
COPIER - LEASE & MAINTENANCE	500	745	389	149.1%	48.6%	91.6%	356.41
DUES & SUBSCRIPTIONS	250	-	125	0.0%	15.6%	-100.0%	(125.00)
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	525	38	105.0%	2.5%	1281.6%	486.99
MAINTENANCE - GROUNDS	7,500	3,921	6,057	52.3%	80.8%	-35.3%	(2,135.54)
MUSEUM EXPENSES	1,350	1,279	2,920	94.7%	97.3%	-56.2%	(1,641.21)
POSTAGE	500	310	269	62.0%	44.9%	15.1%	40.60
SUPPLIES - FOREST SERVICE	2,000	2,359	1,482	118.0%	49.4%	59.2%	877.74
TELEPHONE	1,250	1,034	1,035	82.7%	86.2%	-0.1%	(0.72)
TRAINING & EDUCATION	1,000	100	-	10.0%	0.0%	#DIV/0!	100.00
UTILITIES	10,000	6,374	8,121	63.7%	105.5%	-21.5%	(1,747.34)
OUTSIDE PLANT MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	607	282	607.5%	#DIV/0!	115.5%	325.62
MATERIALS & SERVICES-E Total	69,150	56,370	28,352	81.5%	39.5%	98.8%	28,018.71

Museum
Monthly Financial Report
Fiscal Year 2019 - April 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
CAPITAL OUTLAY-E	6,500	-	2,500	0.0%	250000.0%	-100.0%	(2,500.00)
MUSEUM OPERATING EXPENDITURES-E Total	114,904	85,914	60,211	74.8%	56.7%	42.7%	25,703.27
MARTIN DONATION-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-E Total	114,904	85,914	60,211	74.8%	56.7%	42.7%	25,703.27
MUSEUM Total	114,904	85,914	60,211	74.8%	56.7%	42.7%	25,703.27
Expense Total	114,904	85,914	60,211	74.8%	56.7%	42.7%	25,703.27