

Fort Dalles Museum and Anderson Homestead Commission Meeting  
Regular Meeting Minutes  
June 11, 2019

PUD Conference Room

Commission Members present: Elizabeth Wallis, President, Dalia Thompson Treasurer/Secretary, Donna Lawrence, Mike Wacker,

Commission Members absent and excused: Loyal Quackenbush, Eric Gleason

Others present: Jeff Wolfanger pending member, Mary Davis Ex-Officio Member of FDM and Anderson Homestead

Call to Order: The meeting was called to order at 6:04 p.m.

Museum Staff present: Cal McDermid

Agenda: Elizabeth read the agenda. Donna moved to approve, Dalia seconded, the motion passed.

Minutes Reviewed: from May 14<sup>th</sup>, 2019 were reviewed Donna moved to approve minutes as corrected. Elizabeth seconded, motion passed.

Public Comments: Jeff greeted the group.

Treasurers Report: There was a delay in emails. Mike says we are 11/12 of the year. Investment income is \$3800.00 for the year. Admissions need to be sure to get in on time, over \$2000 from last year. Memberships are about \$8500.00 and looks. Personnel is on target. Expenses right in the ballpark. We have not spent our Capital allocation of \$6500.00 Overall doing fine, compared to expenses we are staying within our plan.

Museum Director Report: Attached

PUD Grant: Mike Wacker, Cal McDermid, Elizabeth Wallis all went to the PUD Grant meeting. The PUD wants companies who are qualified to participate in rebates. A second contractor was contacted. Later we found that because Anderson home was a business it was appropriate for the original contractor to perform work. Because the second contractor was substantially lower than the original bid we will use the second bid. Currently, the grant is submitted. They are meeting on July 2, 2019.

New Member Status: Jeff has just submitted applicant. Dalia made the motion to recommendation to the county to accept Jeff Wolfanger to the county.

By Laws: Next meeting we will start reviewing By-Laws.

March Meeting Minutes: Elizabeth read the March meeting minutes. Donna Lawrence made the motion to accept the minutes, Elizabeth seconded the motion, the motion passed.

April Meeting Minutes: Were approved in May

Gardner's Cottage: Eric Gleason would like to get permission to put the Gardner's Cottage on National Register of Historic Places. We would like Eric to present information regarding the pros and cons of such a move.

Meeting was adjourned at 7:21 p.m. by Elizabeth Wallis.

The Commission went into executive session in order to do review the Museum Directors performance evaluation at 7:22.

Executive session is adjourned at 7:51

The regular meeting was reconvened at 7:58, Daliea made the motion to accept the review. Donna Seconded and it passed.

The meeting was adjourned at 7:59

approved: July 9<sup>th</sup> 2019  
Accepted by: FDM : AH Commission President  
Elizabeth Walters

## **FORT DALLES MUSEUM/ANDERSON HOMESTEAD**

### **June 2019 DIRECTOR'S REPORT**

#### **July 9, 2019 Museum Commission Meeting**

- A report taken from the daily logs for the month of June: 346 paid visitors and 486 Cruise Ship passengers for a total of 832 paid visitors. There were 98 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$281.50. There were no new Friendships in June and no renewals. Donations \$523.25. Total Volunteer Hours for June: 438 hours.
- We are into a schedule now of one week two cruise ship visits and the next week four cruise visits (mon,tue,wed,thur). We are meeting a lot of people from over the country and we are receiving a lot of positive feedback.
- Portland Parks and Rec brought a group of 16 people to the museum for an afternoon visit. They have visited here before and this is one of their favorite destinations.
- I gave a talk at the Sweetheart Bakery for the Wasco County Historical Society. I talked about Edward French who remodeled the house for his Boston Bride Alice and then Myron Egbert talked about the restoration of the house during the years that he owned the building and then later when the house became a commercial property.
- We had eleven girl scouts from the Portland area visit the museum on Sunday June 9<sup>th</sup>.
- I tried to be on KODL coffee break but technical difficulties prevented the show from going on. I will be on the radio on Wednesday of this week.
- The Daughters of the American Revolution met on the grounds for a picnic lunch on June 12. They were very pleased to see that the DAR memorial had been moved to a more visible spot.
- We had 25 kindergarten students visit Fort Dalles on the morning of June 18. Later in the day we had all of the second grade students on the grounds for a two hour play period.
- On June 29 the UCCAC Car Club visited Fort Dalles Museum. Forty members, most of them driving old cars, stopped by to see the Museum and have dessert on the grounds.
- We have 4 new picnic tables on the grounds. Part of the Landscape program.
- We have someone who is going to help us with the installation of the new drinking Fountain.

Respectfully Submitted

## AGENDA MUSEUM COMMISSION

June 11th, 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 - Jeff-  
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:**

- AH insulation update- Elizabeth
- Jeff's paperwork completed?
- By-Law resigning & verbiage questions
- March, April, May minutes?
- New computers purchased?

### **NEW BUSINESS:**

- Gardner's Cottage to National Register? Eric to lead

Executive Session for Director's review

**ADJOURN**

**NEXT MEETING: July 9TH AT THE PUD**

## Financial Notes for Museum – June 2019 1<sup>st</sup> review

- The fiscal year is 100% complete as of June 30<sup>th</sup>
- There will be further entries as part of the year end process for accruals and adjustments
- For this reason, there will be another review of the year end at the next meeting

### Revenues

- Interest income is at \$5,791 with the mark to market adjustment. This is well ahead of the budgeted \$2,000. Overall budget execution is 289.5%
- Admissions now total \$25,148 – June has added \$1,655 to the admissions revenue reported in May
  - This is now at 111.8% budget execution
  - The total is \$2,321 more than last year at this point in time
  - There may be additional revenue to accrue as part of the year-end review
- Memberships is at \$8,558 – a \$30 increase over the amount reported last month
  - Budget execution is 131.7%
  - \$256 more than last fiscal year
  - Looks to be the new normal – basically seem to be at a plateau
- 10 months of revenue has been recognized from The Dalles has been credited

### Expense

- Personnel budget is executing at 90.4%
  - Budget finished at \$3,755 under budget
  - Should not be any year-end adjustments
- Materials & Services are now at 97.9% of budget execution
  - \$1,483 under the budget currently
  - This is the category where additional costs may be accrued to waiting for invoices
- Capital outlay has not expenses credited
  - Not aware of any accruals in this area but may be reviewed in the year-end review
  - Computers were purchased by the Foundation but this was in early July and while the donated assets become a part of the Museum, it does not at impact the June financial statements.

### Overview

The fund is doing well and is within the budget plan. Revenues have been about projections although the revenue currently recorded for June is less than May. There may be some timing issues of revenue and Finance will examine this. Admissions of \$2,800 in May compared to \$1,600 in June seem a bit off. The Museum has watched expenses and been very responsible about remaining within the legal level of appropriation. There is consistent growth and the overall expenses exceed the new revenues by \$14,553. This means the fund balance is decreasing. This was planned as the fund balance contained grant funds to be spent. The funds arrived in a prior fiscal year and were expended in FY19. When this is considered, the decrease in the fund balance is reasonable and appropriate.

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2019 - June 2019 - 1st review**

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
<b>Revenue</b>							
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	3,983	2,937	199.2%	244.7%	35.6%	1,046.43
MARK-TO-MARKET	-	1,807	(1,439)	#DIV/0!	#DIV/0!	-225.6%	3,246.42
INVESTMENT EARNINGS-R Total	2,000	5,791	1,498	289.5%	124.8%	286.6%	4,292.85
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	270,911	247,515	105.6%	110.2%	9.5%	23,395.89
NON-DEPARTMENTAL RESOURCES-R Total	256,589	270,911	247,515	105.6%	110.2%	9.5%	23,395.89
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	22,500	25,148	22,827	111.8%	114.1%	10.2%	2,321.30
MEMBERSHIPS	6,500	8,558	8,301	131.7%	103.8%	3.1%	256.50
MERCHANDISE SALES	3,000	2,791	2,400	93.0%	80.0%	16.3%	391.08

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2019 - June 2019 - 1st review**

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	36,496	33,527	114.1%	108.2%	8.9%	2,968.88
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	18,750	24,375	83.3%	108.3%	-23.1%	(5,625.00)
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	18,750	24,375	83.3%	108.3%	-23.1%	(5,625.00)
MISCELLANEOUS-R	-	2,522	-	#DIV/0!	0.0%	#DIV/0!	2,522.05
CONTRIBUTIONS & DONATIONS-R	6,500	2,555	12,491	39.3%	178.4%	-79.5%	(9,936.15)
MUSEUM OPERATING EXPENDITURES-R Total	61,000	60,323	70,393	98.9%	113.5%	-14.3%	(10,070.22)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-R Total	61,000	60,323	70,393	98.9%	102.0%	-14.3%	(10,070.22)
<b>MUSEUM Total</b>	<b>317,589</b>	<b>331,234</b>	<b>317,908</b>	<b>104.3%</b>	<b>108.3%</b>	<b>4.2%</b>	<b>13,325.67</b>
<b>Revenue Total</b>	<b>317,589</b>	<b>331,234</b>	<b>317,908</b>	<b>104.3%</b>	<b>108.3%</b>	<b>4.2%</b>	<b>13,325.67</b>
<b>Expense</b>							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	39,254	35,499	35,467	90.4%	103.0%	0.1%	31.85
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	4,500	10,416	6,292	231.5%	139.8%	65.6%	4,124.73
BLDG REPAIR & MAINT	20,000	31,314	1,085	156.6%	5.4%	2786.9%	30,229.73
BOOKS	300	1,608	1,517	536.0%	505.6%	6.0%	91.12
CONTRACTED SERVICES	18,400	240	2,139	1.3%	11.6%	-88.8%	(1,899.47)
COPIER - LEASE & MAINTENANCE	500	1,065	389	213.0%	48.6%	173.8%	676.16
DUES & SUBSCRIPTIONS	250	100	390	40.0%	48.8%	-74.4%	(290.00)
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	8,007	8,001	106.8%	106.7%	0.1%	5.94
MUSEUM EXPENSES	1,350	2,284	3,328	169.2%	110.9%	-31.4%	(1,044.21)
POSTAGE	500	310	319	62.0%	53.2%	-2.9%	(9.40)
SUPPLIES - FOREST SERVICE	2,000	2,578	1,865	128.9%	62.2%	38.2%	712.37
TELEPHONE	1,250	1,151	1,239	92.1%	103.2%	-7.1%	(87.85)
TRAINING & EDUCATION	1,000	100	-	10.0%	0.0%	#DIV/0!	100.00
UTILITIES	10,000	7,362	10,170	73.6%	132.1%	-27.6%	(2,808.24)
OUTSIDE PLANT MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	607	310	607.5%	#DIV/0!	96.0%	297.62
MATERIALS & SERVICES-E Total	69,150	67,667	37,082	97.9%	51.6%	82.5%	30,585.49



**Museum  
Monthly Financial Report**

**Fiscal Year 2019 - June 2019 - 1st review**

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	-	2,739	0.0%	273907.0%	-100.0%	(2,739.07)
MUSEUM OPERATING EXPENDITURES-E Total	114,904	103,167	75,288	89.8%	70.9%	37.0%	27,878.27
MARTIN DONATION-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-E Total	114,904	103,167	75,288	89.8%	70.9%	37.0%	27,878.27
MUSEUM Total	114,904	103,167	75,288	89.8%	70.9%	37.0%	27,878.27
<b>Expense Total</b>	<b>114,904</b>	<b>103,167</b>	<b>75,288</b>	<b>89.8%</b>	<b>70.9%</b>	<b>37.0%</b>	<b>27,878.27</b>