

Fort Dalles Museum and Anderson Homestead Commission Meeting
Regular Meeting Minutes
July 9, 2019

PUD Conference Room

Commission Members present: Eric Gleason, Vice President, , Dalia Thompson
Treasurer/Secretary, Donna Lawrence, Jeff Wolfanger, Mike Wacker.

Commission Members absent and excused: Loyal Quackenbush, Elizabeth Wallis,

Others present: Mary Davis, Mike Middleton

Call to Order: The meeting was called to order at 6:00 p.m.

Museum Staff present: Cal McDermond

Agenda: Donna read the agenda moved to approve with changes to insert Presidents report
above Treasurers, Eric seconded, the motion passed.

Minutes Reviewed: from June 11 , 2019 were reviewed Donna moved to approve minutes as
corrected Eric seconded, motion passed.

Public Comments: None

Presidents Report: Donna read the report from Elizabeth.

Directors Report: Attached

Treasurer's Report: Attached

By Laws: Dalia ,made the motion and Donna seconded to approve the minutes as amended.

Gardner's Cottage designation: Eric explained that it is currently not designated. So we have to
apply with a two page form from State Historic Preservation Office to screen its designation and
if appropriate they would forward to the Advisory Council then to the keeper of the National
Register. If we start right now it would take about a year.

Mike Middleton suggested we should be coordinating with the City of The Dalles to ensure that City is on board with the process.

Eric sees that this designation will help us with Grants. He will continue pursuing this process.

New Computers Purchased: The computers are purchased and there and now there is some need to coordinate with IT at Wasco County to get them installed.

NewBusiness:

Contact list Update: List is updated already but two members are not currently active in membership.

Cal-Sorosis park 100 year dedication: Because we have an affiliation with the old Sorosis park club, who started the Fort Dalles Museum. In the year 2021 the club will be 100 years old. Cal is starting some brain-storming regarding doing an event.

County offer to archive paperwork-inaccessible, but appropriately stored: Commission agreed that city could store our information.

Signage: Looking at installing the plaques similar to the ones at historical residences. Eric will look into getting some done.

Next Meeting: is at the Museum on August 13th, 2019

Meeting was adjourned at 7:25 p.m. by Eric Gleason

Accepted August 13th, 2019 by FDM: Alt Commission
President Elizabeth Walis

AGENDA MUSEUM COMMISSION July 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. 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

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- AH insulation update- Elizabeth
- Jeff's paperwork completed?
- By-Law review
- Gardner's Cottage designation- Eric

- New computers purchased?

NEW BUSINESS:

- From Cal: Sorosis park 100th year dedication
- County offer to archive paperwork-inaccessible, but appropriately stored.

ADJOURN NEXT MEETING: AT THE MUSEUM

Financial Notes for Museum – July 2019

- The new fiscal year has started
- Still a little movement on accruals to prior year, however the work is being done at this point and will show in the next report
- This is the 1st month of the fiscal year, so 8.3% is the straight-line execution expectation

Revenues

- Interest has not been allocated yet. That will be done and dated back to July 31st. It will be comparable to the \$257 from last fiscal year.
- Admissions are at \$2,105 or 7.5% budget execution. This is down \$366 from last year (last year the execution was 11.0%) The may be a timing issue of the receipts or it may be an attendance issue best addressed by the Director
- No membership revenue at this time – same as last year and expected
- There is a The Dalles contribution – however, this is actually for FY19 and will be moved back to June
- The county transfers in have not been recorded yet. That will happen and be credited/dated to 7/1

Expense

- Personnel is at 7.5% execution so is on track for being within budget
- Grounds Maintenance is \$1,706
 - The expense is 22.7% of the budgeted amount
 - The amount was for Tables purchased at Lowes so will not be an ongoing expense
- Capital Outlay has not been expenses

Overview

The fund is performing as expected. Due to the end of year processing and time constraints on the Finance Staff due to time off, not all accruals have been completed at this time. This should have a clearer picture next month. The only concerning account line was Grounds Maintenance due to the purchase of tables from Lowes. This should not be duplicated so there should not be a financial difficulty. However, in August a bill was received and paid to FLI Landscape for \$775 for a month. This should still be within the budget but should be watched.

Museum
Monthly Financial Report
Fiscal Year 2020 - July 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	86,483	99,845	100.0%	111.8%	-13.4%	(13,362.07)
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	231,311	242,620	100.0%	104.5%	-4.7%	(11,309.07)
INVESTMENT EARNINGS-R							
INTEREST EARNED	3,600	-	257	0.0%	12.9%	-100.0%	(257.35)
MARK-TO-MARKET	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INVESTMENT EARNINGS-R Total	3,600	-	257	0.0%	12.9%	-100.0%	(257.35)
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 CONTRBUTION	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	257,411	231,311	265,377	89.9%	103.4%	-12.8%	(34,066.42)
NON-DEPARTMENTAL RESOURCES-R Total	257,411	231,311	265,377	89.9%	103.4%	-12.8%	(34,066.42)
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	28,000	2,105	2,471	7.5%	11.0%	-14.8%	(365.55)
MEMBERSHIPS	8,000	-	-	0.0%	0.0%	#DIV/0!	-
MERCHANDISE SALES	3,000	486	103	16.2%	3.4%	372.3%	383.30

Museum
Monthly Financial Report
Fiscal Year 2020 - July 2019

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	
LICENSES FEES & PERMITS-R Total	39,000	2,591	2,574	6.6%	8.0%	0.7%	17.75
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	1,875	(1,875)	8.3%	-8.3%	-200.0%	3,750.00
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%	-200.0%	3,750.00
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	492	281	7.6%	4.3%	75.0%	210.75
MUSEUM OPERATING EXPENDITURES-R Total	68,000	4,958	980	7.3%	1.6%	406.2%	3,978.50
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	68,000	4,958	980	7.3%	1.6%	406.2%	3,978.50
MUSEUM Total	325,411	236,269	266,357	72.6%	83.9%	-11.3%	(30,087.92)
Revenue Total	325,411	236,269	266,357	72.6%	83.9%	-11.3%	(30,087.92)
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	3,226	2,836	7.5%	7.2%	13.8%	390.25
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	-	-	0.0%	0.0%	#DIV/0!	-
BLDG REPAIR & MAINT	6,000	-	16,500	0.0%	82.5%	-100.0%	(16,500.00)
BOOKS	1,300	-	(51)	0.0%	-16.9%	-100.0%	50.63
CONTRACTED SERVICES	19,565	-	-	0.0%	0.0%	#DIV/0!	-
COPIER - LEASE & MAINTENANCE	500	14	-	2.7%	0.0%	#DIV/0!	13.68
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	1,706	-	22.7%	0.0%	#DIV/0!	1,706.18
MUSEUM EXPENSES	1,500	240	-	16.0%	0.0%	#DIV/0!	240.00
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	10	-	0.5%	0.0%	#DIV/0!	9.55
TELEPHONE	1,250	108	103	8.6%	8.2%	4.8%	4.99
TRAINING & EDUCATION	1,000	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	-	90	0.0%	0.9%	-100.0%	(89.98)
OUTSIDE PLANT MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	-	-	0.0%	0.0%	#DIV/0!	-
MATERIALS & SERVICES-E Total	58,065	2,077	16,642	3.6%	24.1%	-87.5%	(14,564.95)

Museum
Monthly Financial Report
Fiscal Year 2020 - July 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	-	-	0.0%	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	107,338	5,303	19,478	4.9%	17.0%	-72.8%	(14,174.70)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	5,303	19,478	4.9%	17.0%	-72.8%	(14,174.70)
MUSEUM Total	107,338	5,303	19,478	4.9%	17.0%	-72.8%	(14,174.70)
Expense Total	107,338	5,303	19,478	4.9%	17.0%	-72.8%	(14,174.70)

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
July 2019 DIRECTOR'S REPORT

August 13, 2019 Museum Commission Meeting

- A report taken from the daily logs for the month of July: 422 (346) paid visitors and 705 (486) Cruise Ship passengers for a total of 1127 (832) paid visitors. There were 206 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$387.25 (\$281.50). There were 2 new Friendships in July and no renewals. Donations \$1290.65 (\$523.25). Total Volunteer Hours for July: 770 hours. *(numbers in parenthesis are last months total for each category)*

- We had guests from the following states in the month of July: Washington, North Carolina, Minnesota, Texas, California, Georgia, Utah, Colorado, Oregon, Illinois, Wisconsin, Wyoming, Florida, New Jersey, Montana, Missouri, Maryland, Pennsylvania, Kansas. We also had visitors from: Germany, Mexico, The Netherlands.

- The newest change in the cruise ships schedule is the addition of a full day stop in The Dalles on Wednesdays instead of a half day visit for the American Cruise Line. This means we are into a schedule now of one week three cruise ship visits (mon, wed, fri) and the next week four cruise visits (mon,tue,wed,thur). We continue to meet friendly, curious and appreciative guests from all over the country.

- The Blue Bus is operating on Saturdays. So far it does not appear to be used very much by either travelers or local people.

- Portland Parks and Rec brought a group of 31 people to the museum for an afternoon visit. They have visited here before and this is one of their favorite destinations.

- Sam Woolsey celebrated his birthday with a party on the grounds of Fort Dalles Museum. Sixty guests attended the party. Colored pennants decorated the lawn area. The 4 new picnic tables were used. There was music, food and conversation. We received \$600.00 in donations made to celebrate Sam's birthday.

- The United Church of Christ Congregational Church had its Sunday morning service on the grounds of Fort Dalles Museum on July 21. Approximately 45 people attended the service which was organized by Lynn and Jim Wilcox. Many of the guests had never visited Fort Dalles Museum so it was a nice opportunity to introduce some people to the Fort and to the grounds of the museum. They passed the hat and made a \$243.65 donation to the museum.

- The Neighborhood Bible Camp held classes on the museum grounds the last week on July. The Camp ran from 9:30 to 11:30 Monday-Friday. They had used the grounds several years ago and were happy to be returning to the grounds of Fort Dalles Museum.

- I was on KODL July 10th this time with John Frederick.

- We were happy to be notified that we had received a PUD Grant for work to be done at the Anderson Homestead.

- August happenings: A new split rail fence at the Anderson House. Insulation project at the Anderson House to begin on Tuesday August 13. Drinking fountain installed.

Respectfully Submitted