

Fort Dalles Museum and Anderson Homestead Commission

Regular Meeting Minutes

August 13, 2019

Fort Dalles Museum Building Surgeons Quarters

Commission Members Present: Elizabeth Wallis- President, Dalia Thompson-Secretary/Treasurer, Donna Lawrence, Jeff Wolfanger, Mike Wacker

Commission Members absent and excused: Eric Gleason-Vice President, Loyal Quackenbush

Museum staff present: Cal McDermid-Museum Director

Others present: Mary Davis, Mike Middleton

Call To Order: The meeting was called to order at 6:05

Approval of the Agenda: Dalia made motion Donna seconded, the motion passed

Approval of the Minutes from last meeting: Donna moved to accept the minutes with the changes proposed, Elizabeth seconded motion passed.

Public Comments: None

Treasurer's Report: Attached

The \$19,565.00 in contracted services was originally budgeted to reflect the PUD Grant. All the funds from the PUD Grant will actually funnel through the City of The Dalles budget. We don't actually have the funds anticipated for this expense. Expenses incurred will result in a lessening of our beginning fund balance for next fiscal year.

Museum Directors Report: Attached

Cal showed stains for the Anderson Concrete Wall the commission selected Loden STC-22, The Commission toured the Anderson House to view the new cooling system.

Old Business:

Sign By-Laws: By Laws were signed

Update from Loyal on PUD - Elizabeth will put information about the PUD grant on our website. Elizabeth suggested a visual structure to blend the heat pump.

Memberships: Loyal and Eric will both be renewing their memberships.

Gardner's Cottage: Eric is still researching the issues regarding the designation for the Gardner's Cottage. Cal will be returning a form to Eric to forward. In addition, the Gardner's cottage is on the books as a City of The Dalles asset and they should be brought into the loop.

Archive of Forms: Elizabeth will work with Cathy in archives at the city.

New Business:

Photos of Members: Pictures of Jeff and Donna to Website Photos will be done in October

Immense Imagery: Elizabeth spoke with Rob on the issue on Keywords for our web page that includes verbiage on antique vehicles, and antique architecture

Museum Traffic: We get half of the people from phones and half from PCs and lots of traffic from Seattle and Portland, also looking at TriCities area for advertising.

Vehicle Building: Elizabeth is working with Loyal to drive up business or interest in the antique vehicle buildings.

Strategic Plan Review: Elizabeth reviewed and revised the Strategic Plan.

The meeting was adjourned at 7:44

approved and accepted September 9th 2019
FDM? AH Commission President, Elizabeth Wallis

AGENDA MUSEUM COMMISSION August 13th, 2019 6:00 PM
Fort Dalles Museum, 500 W. 15th The Dalles, Oregon
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:

- sign by-laws
- Strategic plan review
- Update from Loyal about PUD

NEW BUSINESS:

- Pics of Jeff & Donna to website
(in September)

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

Financial Notes for Museum - August 2019

- 2nd month of the new fiscal year
- Accruals for prior fiscal year are all completed
- Straight-line assumption for analysis is 16.6% as this is the 2nd month of the fiscal year (2/12)

Revenues

- Interest is well ahead of the budgeted projection and within \$54 of last fiscal year
- County transfers in have been completed
- Admissions are a big swing - the total now is \$8,907 compared to the \$6,107 last year at this time. This is an increase of \$2,800 and budget execution is at 31.8%.
 - What happened? There may be some revenue collected that should be for the prior fiscal year if it was on the amounts invoiced to the cruise lines
 - Very strong amount regardless
- Memberships are at \$980 - last year there were none at this point. So, this is positive
- Merchandise is about twice the amount as last fiscal year at this time
 - Budget execution is 36.9%
 - Was this driven by additional admissions?
 - What is selling? Recommend checking the inventories and see if something needs to be restocked.
- Donations of \$1,938 have come in compared to \$381 last year.
 - Budget execution is 19.3%

Expense

- Personnel is at 14.4% execution so remains on track to be well within budget
- Grounds maintenance is at \$2,548 or a budget execution of 34.0%.
 - The tables purchased in July are in this category still. It was considered to move this cost out, but this is still a relevant/appropriate category
- Nothing has been expended in Capital Outlay

Overview

The fund is performing well. End of the year processing is complete but may still have audit adjustments. (Specifically, admissions should be reviewed.) There are no concerns at this point or areas to increase the scrutiny. The Beginning Balance numbers are soft and may be revised through the audit process - however no significant change is anticipated.

Museum
Monthly Financial Report
Fiscal Year 2020 - August 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	81,657	99,845	94.4%	111.8%	-18.2%	(18,187.59)
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	226,485	242,620	97.9%	104.5%	-6.7%	(16,134.59)
INVESTMENT EARNINGS-R							
INTEREST EARNED	3,600	904	574	25.1%	28.7%	57.4%	329.69
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	(116)	268	#DIV/0!	#DIV/0!	-143.2%	(383.27)
INVESTMENT EARNINGS-R Total	3,600	788	842	21.9%	42.1%	-6.4%	(53.58)
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	249,774	265,962	97.0%	103.7%	-6.1%	(16,188.17)
NON-DEPARTMENTAL RESOURCES-R Total	257,411	249,774	265,962	97.0%	103.7%	-6.1%	(16,188.17)
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	28,000	8,907	6,107	31.8%	27.1%	45.8%	2,799.70
MEMBERSHIPS	8,000	980	-	12.2%	0.0%	#DIV/0!	979.50
MERCHANDISE SALES	3,000	1,108	587	36.9%	19.6%	88.8%	521.05

Museum
Monthly Financial Report
Fiscal Year 2020 - August 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	10,994	6,694	28.2%	20.9%	64.2%	4,300.25
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	3,750	-	16.7%	0.0%	#DIV/0!	3,750.00
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	3,750	-	16.7%	0.0%	#DIV/0!	3,750.00
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
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	1,938	381	29.8%	5.9%	408.9%	1,557.52
MUSEUM OPERATING EXPENDITURES-R Total	86,565	16,683	7,075	19.3%	11.6%	135.8%	9,607.77
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	16,683	7,075	19.3%	11.6%	135.8%	9,607.77
MUSEUM Total	343,976	266,456	273,037	77.5%	86.0%	-2.4%	(6,580.40)
Revenue Total	343,976	266,456	273,037	77.5%	86.0%	-2.4%	(6,580.40)
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	6,251	5,671	14.6%	14.4%	10.2%	579.78
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	275	225	5.5%	5.0%	22.2%	50.00
BLDG REPAIR & MAINT	6,000	-	16,500	0.0%	82.5%	-100.0%	(16,500.00)
BOOKS	1,300	300	(51)	23.1%	-16.9%	-693.0%	350.86
CONTRACTED SERVICES	19,565	-	-	0.0%	0.0%	#DIV/0!	-
COPIER - LEASE & MAINTENANCE	500	107	-	21.3%	0.0%	#DIV/0!	106.50
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	2,548	1,423	34.0%	19.0%	79.0%	1,124.92
MUSEUM EXPENSES	1,500	240	257	16.0%	19.0%	-6.6%	(17.05)
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	10	242	0.5%	12.1%	-96.0%	(232.17)
TELEPHONE	1,250	218	205	17.5%	16.4%	6.3%	12.91
TRAINING & EDUCATION	1,000	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	262	1,437	2.6%	14.4%	-81.8%	(1,175.01)

Museum
Monthly Financial Report
Fiscal Year 2020 - August 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	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	-	163	0.0%	163.0%	-100.0%	(163.03)
MATERIALS & SERVICES-E Total	58,065	3,959	20,402	6.8%	29.5%	-80.6%	(16,442.07)
CAPITAL OUTLAY-E	6,500	-	-	0.0%	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	107,338	10,211	26,073	9.5%	22.7%	-60.8%	(15,862.29)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	10,211	26,073	9.5%	22.7%	-60.8%	(15,862.29)
MUSEUM Total	107,338	10,211	26,073	9.5%	22.7%	-60.8%	(15,862.29)
Expense Total	107,338	10,211	26,073	9.5%	22.7%	-60.8%	(15,862.29)

Revenue and Expenditure by Fund

Wasco County

Fiscal Year: 2019 Through Period: 14

	2019 Budget	0 - 14 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 211 MUSEUM						
REVENUES						
211.00.1211.400.211 BEGINNING FUND BALANCE	89,314.00	0.00	0.00	0.00	89,314.00	0.00
211.00.1211.400.900 RESERVED BEGINNING FUND BALA	142,775.00	0.00	0.00	0.00	142,775.00	0.00
211.00.1211.417.104 INTEREST EARNED	2,000.00	257.35	257.35	0.00	1,742.65	12.87
211.00.1211.450.101 TRANSFER FROM GENERAL FUND	17,500.00	17,500.00	17,500.00	0.00	0.00	100.00
211.00.1211.450.208 TRANSFER FROM ECONOMIC DEVE	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
211.18.5211.411.129 ADMISSIONS	22,500.00	3,007.55	3,007.55	0.00	19,492.45	13.37
211.18.5211.411.136 MERCHANDISE SALES	3,000.00	147.95	147.95	0.00	2,852.05	4.93
211.18.5211.411.191 MEMBERSHIPS	6,500.00	0.00	0.00	0.00	6,500.00	0.00
211.18.5211.412.676 DALLES CITY-MUSEUMS	22,500.00	1,875.00	1,875.00	0.00	20,625.00	8.33
211.18.5211.419.436 DONATIONS	6,500.00	281.00	281.00	0.00	6,219.00	4.32
TOTAL REVENUES	317,589.00	28,068.85	28,068.85	0.00	289,520.15	8.84
EXPENDITURES						
211.18.5211.51571 MUSEUM STAFF	24,720.00	865.91	865.91	0.00	23,854.09	3.50
211.18.5211.51701 FICA	1,891.00	66.25	66.25	0.00	1,824.75	3.50
211.18.5211.51705 WORKERS' COMPENSATION	60.00	2.01	2.01	0.00	57.99	3.35
211.18.5211.51721 PERS	2,848.00	99.75	99.75	0.00	2,748.25	3.50
211.18.5211.51729 HEALTH INSURANCE	8,898.00	0.00	0.00	0.00	8,898.00	0.00
211.18.5211.51730 DENTAL INSURANCE	679.00	0.00	0.00	0.00	679.00	0.00
211.18.5211.51732 LONG TERM DISABILITY	131.00	0.00	0.00	0.00	131.00	0.00
211.18.5211.51733 LIFE INSURANCE	27.00	0.00	0.00	0.00	27.00	0.00
211.18.5211.52101 ADVERTISING & PROMOTIONS	4,500.00	0.00	0.00	0.00	4,500.00	0.00
211.18.5211.52111 DUES & SUBSCRIPTIONS	250.00	0.00	0.00	0.00	250.00	0.00
211.18.5211.52116 POSTAGE	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52122 TELEPHONE	1,250.00	103.06	103.06	0.00	1,146.94	8.24
211.18.5211.52141 SPECIAL EVENTS	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52333 MUSEUM EXPENSES	1,350.00	0.00	0.00	0.00	1,350.00	0.00
211.18.5211.52401 CONTRACTED SERVICES	18,400.00	0.00	0.00	0.00	18,400.00	0.00
211.18.5211.52651 EQUIPMENT - REPAIR & MAINTENANC	500.00	0.00	0.00	0.00	500.00	0.00

Revenue and Expenditure by Fund

Wasco County

Fiscal Year: 2019 Through Period: 14

	2019 Budget	0 - 14 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 211 MUSEUM						
EXPENDITURES						
211.18.5211.52658 COPIER - LEASE & MAINTENANCE	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52701 TRAINING & EDUCATION	1,000.00	0.00	0.00	0.00	1,000.00	0.00
211.18.5211.52801 BLDG REPAIR & MAINT	20,000.00	16,500.00	16,500.00	0.00	3,500.00	82.50
211.18.5211.52808 RENTALS	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52861 MAINTENANCE - GROUNDS	7,500.00	0.00	0.00	0.00	7,500.00	0.00
211.18.5211.52870 UTILITIES	10,000.00	89.98	89.98	0.00	9,910.02	0.90
211.18.5211.52942 SUPPLIES - MERCHANDISE	100.00	0.00	0.00	0.00	100.00	0.00
211.18.5211.52952 SUPPLIES - MUSEUM	2,000.00	0.00	0.00	0.00	2,000.00	0.00
211.18.5211.52971 BOOKS	300.00	(50.63)	(50.63)	0.00	350.63	(16.88)
211.18.5211.53111 CAPITAL EXPENDITURES	6,500.00	0.00	0.00	0.00	6,500.00	0.00
211.99.9211.57211 CONTINGENCY	142,775.00	0.00	0.00	0.00	142,775.00	0.00
211.99.9211.59211 UNAPPROPRIATED	59,910.00	0.00	0.00	0.00	59,910.00	0.00
TOTAL EXPENDITURES	317,589.00	17,676.33	17,676.33	0.00	299,912.67	5.57
EXCESS OF REVENUES OVER EXPENDITURES	0.00	10,392.52	10,392.52	0.00	(10,392.52)	0.00
GRAND TOTAL REVENUES	317,589.00	28,068.85	28,068.85	0.00	289,520.15	8.84
GRAND TOTAL EXPENDITURES	317,589.00	17,676.33	17,676.33	0.00	299,912.67	5.57
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	10,392.52	10,392.52	0.00	(10,392.52)	0.00

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

September 10, 2019 Museum Commission Meeting

- A report taken from the daily logs for the month of August: 394 paid visitors and 730 Cruise Ship passengers for a total of 1124 paid visitors. There were 2 events held in August: Egbert Family Reunion 38 and Woolsey/Meeker Picnic 25. There were 153 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$383.00.
There were two \$100.00 Friendship renewals. Donations: \$876.06
Total Volunteer Hours for August: 676 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 717 Cruise ship visitors in August. The busiest cruise ship day was August 16 with 90 visitors from the Empress. Slowest cruise ship day was August 21 with 12 visitors. Income in the month of August from all the cruise ships is \$3,583.00.
- Fort Dalles Museum was asked to do a museum table at Staples for their back to school weekend August 17 and 18. The event was well attended and lots of people either learned about or were reminded of Fort Dalles Museum/Anderson Homestead.
- I did the monthly radio talk on KODL.
- Work on the grounds of the Surgeon's Quarters continued. The irrigation system continues to be repaired and adjusted which will lead to smaller water bills. We continue to get compliments on the 1905 flower beds.
- The Egbert Family had their family reunion on the grounds of Fort Dalles on August 17. There were approximately 50 people in attendance for the afternoon even. Many compliments on all the yard improvements and changes at the Anderson House, Surgeon's Quarters and Vehicle Buildings.
- The Meeker/Woolsey families had a picnic on the grounds on Saturday August 31. All the Anderson House Buildings were open.

Respectfully Submitted

**By Laws of the
Wasco County/City of The Dalles
Museum Commission**

ARTICLE I - NAME

Section I. The Name of the Organization shall be the Wasco County/City of The Dalles Museum Commission. Alternatively known as the Fort Dalles Museum and Anderson Homestead Commission

ARTICLE II - PURPOSE/MISSION STATEMENT

Section I. The purpose of the Museum Commission is to provide oversight of operations.

Section II. The Mission of Fort Dalles Museum and Anderson Homestead is to be dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural, transportation and diverse cultural history that is unique to the Wasco County Area *(Adopted by the Wasco County City of The Dalles Museum Commission on July 2, 2013)*
[Revised April 12th, 2016]

ARTICLE III – GOVERNING BODY

Section I. The Wasco County/City of The Dalles Commission members are volunteers appointed by Wasco County and the City of The Dalles.

1. The Commission shall consist of 7 representatives, as follows:
2. Three (3) are appointed by the City of The Dalles and must reside within the City limits.
3. Four (4) are appointed by Wasco County and must reside within Wasco County.
4. A Quorum, for the purpose of taking action, shall consist of 4 members.

Section II. The Commission's role is to determine the mission; set policy; develop long range strategic plans and goals, work with the Museum Director and staff to further the museum's mission; monitor, assess and review performance and progress and manage museum resources effectively, with exception of such fiscal personnel decisions that are reserved by Wasco County/City of The Dalles.

Section III.

1. The Commission may have up to two (2) Ex-Officio members, appointed by the Commission. They will have all the privileges and responsibilities of Commissioners, except for voting privileges.
2. The Museum Commission has an Ex-Officio position on the Historic Landmarks

Commission.

3. The Fort Dalles Museum/Anderson Homestead Foundation may have an Ex Officio member on the Museum Commission.

ARTICLE IV - MUSEUM COMMISSION OFFICERS

Section I OFFICER POSITIONS AND TERMS

1. Officers of the Museum Commission include President, Vice-President, Secretary and Treasurer.
2. Officers are nominated and elected by the members of the Museum Commission.
3. Election of Officers will be held at the first meeting of the new calendar year. The new Officers will take office immediately upon election.
4. Officers are elected for a one year term.
5. Officers may serve consecutive terms without limits.

ARTICLE V - DUTIES OF OFFICERS

Section I President

1. The President shall be selected from the members of the Museum Commission in good standing and shall preside over all meetings of the museum commission.
2. The President shall have the usual powers and duties customarily vested in the office of President of the Commission and shall perform other duties as may be assigned to the President by the Commission.
3. Represent or send representative to City and County budget meetings.
4. Act as liaison and spokesperson between the Museum Commission Board and other public or private entities, including Wasco County Commissioners and the City of The Dalles.
5. Make appointments as called for in the Bylaws and in the Policy.
6. The President of the Museum Commission shall have the authority to nominate and appoint ex-officio members, upon confirmation by vote of the museum commission.
7. Act as liaison between commission and staff.

Section II. Vice President

- 1 The Vice President shall carry out the duties of the President in the absence or incapacity of the President.

Section III. Secretary

- 1 The Secretary shall keep permanent and complete records of all Museum Commission meetings.

Section IV. Treasurer

1. The treasurer shall monitor the care and custody of all funds and money of the organization.

ARTICLE VI - CONFLICTS OF INTEREST

Section I. Conflicts of interest by Commission members with regard to personal or family business and the Museum, both material and financial, must be disclosed.

ARTICLE VII – DUTY OF LOYALTY

Section I. Commission members should do their best to preserve the ideals and goals of the Museum Commission when serving on boards of other organizations that could create a conflict of loyalty for the Museum Commission or for Fort Dalles Museum.

ARTICLE VIII – DUTY OF TRUST

Section I. Every Museum Commission member should be familiar with the organization's governing documents, including: By-Laws and Policies, as well as the State of Oregon ORS statutes, City and County ordinance and policies, as provided by Wasco County and the City of The Dalles.

ARTICLE IX – TERM OF OFFICE

Section I.

1. Commission members shall serve a term of three (3) years as continued or as chosen by the Board of Wasco County Commissioners or City of The Dalles City Council.

2 All terms for Wasco County positions begin on January 1. All terms for City of The Dalles positions begin on May 1.

3 Terms are not limited.

4. A letter of resignation is requested when a Commission member wishes to step down.

5 Vacancies as in (4) above or by death or revocation of a member by residency requirements or other issues shall be advertised by the authoritative body, Wasco County/City of The Dalles OR those entities may use the recommendations of the Museum Commission for a replacement to fill a term.

6 The Museum Commission may recommend the termination of a member, if

1. the member has missed three (3) consecutive regular meetings without proper notification as determined by the Commission,

2. If a Commission member displays a pattern of disruptive or disrespectful behavior, Fort Dalles Commission may take a vote to recommend removal. The President shall approach the City Manager and/or County Commissioners to

request removal of said member prior to the expiration of their term.

ARTICLE X - MEETINGS

Section I.

1. Meetings are open to the public and held monthly on the second Tuesday at 6pm, unless scheduled otherwise. Notices of meetings are publicly posted in Newspaper calendars and by other means as necessary.

2. Special meetings may be called as needed.

3. Executive Sessions may be called in accordance with the State of Oregon Public Records and Meeting Law.

ARTICLE XI – PERFORMANCE REVIEW - DIRECTOR/MANAGER

Section I.

1 The Museum Commission shall conduct a performance evaluation of the Museum Director and or Museum Manager(s) on an annual basis in accordance to the policy of Wasco County.

2. Results and discussion of such reviews will be part of an Executive Session.

ARTICLE XII - COMMITTEES

Section I.

1. In general, the Museum Commission will act as a Committee of the Whole in matters of Finance, By-Laws, Nominating, Fundraising and Public Relations.

2. The Commission may form Committees, as needed and to assist with operation of the Museum. Such may include, but are not limited to: Collections, Publicity, Personnel and or Volunteer recruitment, employee review, Membership, Buildings and Grounds, Maintenance and others that may assist staff.

ARTICLE XIII - AMENDMENTS

Section I.

1. The Museum Commission may amend the By-Laws by a majority vote at a regular or special meeting, provided prior written notice has been given in accordance with the State of Oregon Public Records and Meetings Law.

2. The amendment will be the subject of two meetings. A vote shall occur at the Second.

We ask the commissioners to listen and be respectful of each other's opinions and support the vote of the majority.

The By-Laws of the Wasco County/City of The Dalles Commission are hereby amended by a quorum of the Commission and approved by the Wasco County Commission and City of The Dalles City Council.

Fort Dalles Museum and
Anderson Homestead Commission:

President Elizabeth Wallis

The Dalles City Council

Vice President Eric B Healey

Mayor Rich Mays Richard Mays

Secretary Nalena Thompson

Rod Runyon Rod Runyon

Treasurer Nalena Thompson

Tim McGlothlin Timothy McGlothlin

Member Mike Washburn

Darcy Long-Curtiss Darcey Long-Curtiss

Member Donna L. Lawrence

Linda Miller Linda Miller

Member [Signature]

Russ Brown Russ Brown

Wasco County Commission
[Signature]

Scott Hege _____

Steve Kramer Steve Kramer

Kathy Schwartz Kathy Schwartz

Dated: June 12th, 2019

Priority #	Category	Goal	Strategy	Owner	goal	Challenges
	Exhibits	adopt industry best-practices for care of collections	time allows	Director	ongoing	professionals in the field
	Exhibits	clear ownership, accession, and deaccession policies	collections and artifacts	with assistance	ongoing	policies
	Exhibits	Accurate inventory of collections and exhibits	Perfect	with assistance	ongoing	staff and volunteer time
	Exhibits	Vision, and Core Values	inventory	Director	ongoing	staff and volunteer time
	Exhibits	rotation	alternating exhibits	with assistance	not begun	cataloging
	Exhibits	Create interactive tech for exhibits	potential grant?	Director	not begun	time and funding
	Outreach	Network with historical venues, societies, orgs, etc	all appropriate affiliates	with assistance	Fall 2020	staff and volunteer time
	Outreach	network with county and governmental agencies	govt	Director	ongoing	time
	Outreach	involvement and visibility with local schools	visibility	with assistance	ongoing	time
	Outreach	increase online engagement	increased visibility	with assistance	ongoing	time and expertise
	Outreach	develop database of donors and supporters	events	with assistance	ongoing	staff and volunteer time
	Outreach	traveling trunk and plans for teachers	??	with assistance	ongoing	staff and volunteer time
	Outreach	Historic The Dailies Days	about revitalizing	with assistance	Spring 2020	staff and volunteer time
	Outreach	develop Special Events calendar	exhibits	with assistance	Spring 2020	staff and volunteer time
	Outreach	more formalized tracking of on-site visitors	they found us	with assistance	ongoing	time & expertise
	Outreach	promote friendships, and the benefits provided	plan?	Director	ongoing	time
	Emergency Planning	Pursue availability of insurance	insure	assistance	Spring 2020	lack of expertise & support
	Financial Planning	Reduce reliance on City & County funding by xx %	revenue streams	assistance	ongoing	lack of expertise
	Financial Planning	anticipate large expenses	assist	assistance	ongoing	lack of expertise
	Financial Planning	develop a marketing plan	marketing intern	assistance	ongoing	lack of expertise, funding
	Human Resources	Create Staff & Volunteer Job Descriptions	compliance	President & Director	Spring 2020	review
	Human Resources	or online courses	to grow and develop	Commission	ongoing	the time to participate
	Human Resources	create and maintain volunteer calendar	responsibilities	Director or appointee	ongoing	for this task
	Human Resources	create database of potential volunteers	potential volunteers	Director or appointee	ongoing	outreach is time-consuming
	Operations	Statements w/ County	Obtain copy of current	President	EOY 2019	versions