

AGENDA MUSEUM COMMISSION
November 9th, 2021 6:00 PM
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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 - Mike - Julie - Traci
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Matthew Klebes, Wasco County, Administrative Services Director
Denise Dietrich-Bokum, Foundation Ex-Officio
Cal McDermid, Director
Dawn Rasmussen, member of the public

MATERIALS- (will be addressed per agenda, below)

AGENDA

OCTOBER MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT
FINANCIAL and TREASURER'S REPORTS

NEW BUSINESS:

- Review and approval of the Agenda - **attached. Vote.**
- October Minutes- **attached. Vote.**
- Foundation Report - **attached**
- Director's Report - **attached.**
- Financial and Treasurer reports- **attached**
- Mike Wacker's term ending 12.2021, **consensus**

OLD BUSINESS:

- ~~Wireless and cameras (tabled for the time being)~~
- ~~Volunteer policy - Julie - I will work with Julie on this 1:1 for now.~~
- Wagons over the winter- tarp expense (**vote?**)
- Wagon building expansion- Eric
- 2022 Gala

Adjourn to Executive Session

NEXT MEETING: December 14th, 2021

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday, November 9th, 2021
Via Go To Meeting
Minutes

The meeting was called to order at : 6:06 pm

Roll Call

Elizabeth Wallis-President, Eric Gleason-Vice President, Daliea Thompson-Secretary/Treasurer (absent and excused), Julie Reynolds, Mike Wacker, Traci Griffiths

Members of the public and comments

Matthew Klebes, Wasco County Administrative Services Director; Mike Middleton, Wasco County Finance; Denise Dietrich-Bokum, Museum Foundation Ex-Officio; Cal McDermid, Museum Director.

New Business

Approval of agenda

Julie made the motion to approve the agenda, Mike Wacker seconded it, motion carried.

Review and Approval of October 2021 Minutes

Elizabeth updated the minutes to reflect that Denise had mentioned that there are several thousand dollars left over in the \$115 campaign. Elizabeth asked Mike M a question, and corrected the minutes to reflect Mike's explanation. Eric made the motion to approve the Minutes as corrected, Traci seconded, motion carried.

Foundation Report -attached

Denise read the Foundation report. There is a balance of several thousand dollars on the \$115 campaign for window inserts. The Commission brainstormed and provided Denise with options for that money, asked her to approach the Foundation and see if any of them had more appeal than others. Denise also responded to Eric's inquiry and said that the Foundation has not acquired any new members in the past month.

Director's Report - attached

Cal read the Director's report. Cal has decided to go to winter hours beginning Nov 20th. He has the Commission's support.

Cal also asked if we should move forward with the Volunteer Appreciation party, the Commission agreed it was a good idea, Cal will proceed.

Cal would like to have a barn clean up day this early winter. He also asked after the status of the repair work in the SQ upstairs closet. Eric said he would look at the closet. Cal also reported that he was contacted by someone who wanted to donate a thousand dollars.

Financial Notes and Treasurers Report-attached

Interest rates are low. We are getting very little return on our money. Admissions are up over 2020. Mike doesn't have any major concerns regarding our financial picture.

Mike Wacker's continuation

There was a consensus to ask Mike Wacker to continue to serve on the Commission.

OLD BUSINESS:

Wireless upgrade and camera install has been moved off of our to-do list for the time being.

Volunteer Policy - Elizabeth will work with Julie directly until there is something to present to the Commission.

Wagon Building tarping: conversation about tarping the wagons for the winter to provide protection. The Foundation has decline to pay for the tarps. Eric and the Griffiths looked at the Wagon Building and believe tarping will work, maybe a partial tarping is all that is necessary. Commission agrees to move forward with tarping. Matthew Klebes will manage the project with an eye on expenses.

Wagon Building expansion: Eric and the Griffiths surveyed the wagon building. Kurt Griffiths (member of the public) feels that the existing three walls are essentially solid, and did not see any structural issues. Kurt thought we might consider adding a header, which would allow the removal of some vertical posts. Eric will provide sketches based on his conversation with Kurt for our next meeting.

2022 Gala: Dawn Rassmussen, member of the public, has a background in event management and has offered to assist. Elizabeth asks for clarification about the frequency of such an event. Cal estimates that we could have 100-175 people. Conversation about venues ensues. The Commission agrees that the Gala is a semi-formal event with live and silent auction components. Denise would like to ask

Dawn for an estimate of how many hours of group effort would go into creating such an event.

The Readiness Center, the Civic ballroom, and the Discovery Center are the preferred venues. Attendance goal is 175. Mike W mentions that we might be able to leverage some of Loyal's contacts in South Wasco Co. Denise recommends in-kind donations and approaching the cruise ships.

Cal mentions that while he supports the Gala, he has to remain focused on the Museum.

Meeting adjourned at 7:05 pm

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
October 2021 DIRECTOR'S REPORT
For November 9, 2021, Museum Commission Meeting

A report taken from the daily logs for the month of October 2021:

Admissions collected in October: \$928.00
Cruise Ship admissions in October \$2,365.00
Friendship renewals for October: \$ 0.00
Donations: \$414.00
Total Volunteer Hours for October: 96 hours

The Cruise Ship Season is slowing down. We still have at least two more Empress stops on the Schedule.

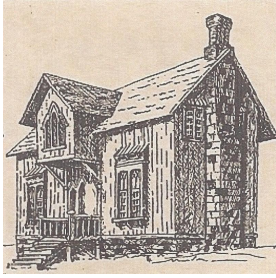
I would like to talk to about:

Winter Hours
Museum Christmas Party
Half Day Barn cleanup
Upstairs Closet Ceiling Repair

I am working on the Newsletter and on the Membership Renewal process. I want to get these out as soon as possible so that memberships are available as Christmas gifts.

I continue to make my monthly visit to Al Wynn's Coffee Break on the second Tuesday of the month. Now that I will have more time to spend out in the community I plan to make myself available to speak at different service clubs and businesses in the area to promote Fort Dalles Museum memberships as well as it being a great place to visit. Let me know if you know of a group that might be interested.

Respectfully Submitted



**Fort Dalles Museum and Anderson
Homestead Foundation**
PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
October 2021

Fundraising/Projects

\$115 Campaign: Project completed. No additional activity planned at the moment.

WCCT Sign Grant: Same as last month. Extension requested to extend the period to Dec 15. Left to do: mount bronze plaques (decision made to mount directly to the buildings), write up info for Guardhouse Gate signs (3-4).

Financial/Grants

No new activity. See above Fundraising/Projects for status.

Volunteer

Volunteer Hours (Museum support) for October were 12.0, est value (12 x \$20) \$240.

PR/Marketing/Promotion

Denise appeared on KODL in September. Cal & Denise plan to be at KODL in November.

New Vehicle Stakeout

At this point, the Foundation does not plan any activity for the wagon shed.

Other

The Foundation letter, dated Sept 20, 2021, was read at the Oct 12 commission meeting. Denise fielded questions from the Commissioners.

Submitted,
Denise Dietrich-Bokum
11/04/2021

Notes for Museum Financial Statements as of October, 2021

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 4th fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 33.3%.

Revenues:

- Beginning fund balance revenues are not final yet but should not be changing – represents a \$13K decrease in fund balance
 - \$12,500 from The Dalles decreased the loss experienced; another \$12,500 came from Wasco County to further offset the losses (see below)
- Interest is down – LGIP is 0.45% annual rate currently
- Wasco County transfers are in at 100% - includes the additional added in the budget process to assist in the COVID response.
- The Dalles is on track for payments –
 - The Dalles budgeted amount includes \$12,500 that was actually paid in last fiscal year. This will change the expected amount for FY22 to be \$22,500 instead of the \$35,000 budgeted
- Admissions are up but that is mainly due to being closed last year at this time.
 - The budget has already been exceeded which is great, although the budgeted amount was not much. Prior years have approached \$30K annually so on that basis the budget execution is 16.7%
- Memberships are low, but this is expected
- Donations of \$3,131 exceeds the estimated planned amount
 - In the last report, this was higher as the contribution from The Dalles was recorded here – this has been fixed.

Expenses

- Personnel costs are over the straight-line rate due to overtime, also more than last fiscal year at this time. Part of this is the increased pay rate done when the salary matrix was adjusted for many employees of the County.
 - At 32% execution, straight-line is 33% so right at expectations
- R&M costs are not linear, but the amounts in R&M Equipment should be watched
- No concerns in Capital or Contingency

Summary

At this point, the Museum is \$13,494 ahead of last fiscal year in total. The financial picture is improving over last fiscal year – actually being open tends to do that...

October 2021 Museum Financial Report

		FY22		FY22		FY22 -		FY22 /	
		Budget	FY22 Actual	FY21 Actual	Actual -	FY22 %	FY22 -	FY22 /	FY21 %
					Budget	Budget	FY21	FY21 %	
Revenues:									
Nonoperation Revenues									
Beginning Fund Balance	400000	49,894	82,661	96,623	32,767	166%	(13,962)	86%	
Restricted Fund Balance	400100	144,374	144,374	143,158	-	100%	1,216	101%	
Interest	417100	2,400	434	873	(1,966)	18%	(440)	50%	
Transfer General	451010	17,500	17,500	17,500	-	100%	-	100%	
Transfer Economic Develop	452080	5,000	5,000	5,000	-	100%	-	100%	
Transfer Capital Fund	453260	12,500	12,500	-	-	100%	12,500	#DIV/0!	
The Dalles	412175	35,000	7,500	7,500	(27,500)	21%	-	100%	
Total Nonoperational		266,668	269,969	270,654	3,301	101%	(685)	100%	
Operating Revenue									
Admissions	411150	5,000	5,416	1,524	416	108%	3,892	355%	
Memberships	411345	3,000	270	20	(2,730)	9%	250	1350%	
Merchandise	411220	200	301	82	101	151%	219	368%	
Donations	419100	2,500	3,131	715	631	125%	2,416	438%	
Total Operational		10,700	9,118	2,341	(1,582)	85%	6,777	390%	
Total Revenues		277,368	279,087	272,995	1,719	101%	6,092	102%	
Expense:									
Operational									
Personnel	51	42,520	13,408	13,310	(29,112)	32%	98	101%	
Advertising & Promotion	521100	2,000	422	2,870	(1,578)	21%	(2,448)	15%	
Postage	521125	500	-	-	(500)	0%	-	#DIV/0!	
Contracted Services	521500	30,000	-	7,475	(30,000)	0%	(7,475)	0%	
Telephone	522100	1,250	358	348	(892)	29%	10	103%	
Utilities	522115	6,000	2,266	1,540	(3,734)	38%	726	147%	
Meals, Lodging & Registratic	523500	500	-	-	(500)	0%	-	#DIV/0!	
R&M Equipment	525115	500	200	170	(300)	40%	30	118%	
R&M Buildings	525130	5,000	1,422	46	(3,578)	28%	1,376	3092%	
R&M Grounds	525145	5,000	1,196	1,400	(3,804)	24%	(204)	85%	
Supplies	526100	2,000	115	120	(1,885)	6%	(5)	95%	
Books	526190	-	515	-	515	#DIV/0!	515	#DIV/0!	
Equipment-Copier	527125	1,032	222	247	(810)	22%	(25)	90%	
Total Operational		96,302	20,123	27,526	(76,179)	21%	(7,402)	73%	
Capital									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	#DIV/0!	
		18,000	-	-	(18,000)	0%	-	#DIV/0!	
Contingency									
Contingency	570000	163,066	-	-	(163,066)	0%	-	#DIV/0!	
		163,066	-	-	(163,066)	0%	-	#DIV/0!	
Gain/(Loss)		-	258,964	245,469	258,964		13,494	105%	