

AGENDA
MUSEUM COMMISSION
January 10th, 2023 6:00 PM
Harding House, 4th & Court, The Dalles
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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 - Mike - Julie - Traci - Dawn- Paulette
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Denise Dietrich-Bokum, Foundation Ex-Officio
Crystal Davis-Ross, Lead Docent

MATERIALS- (will be addressed per agenda, below)

AGENDA
DECEMBER MINUTES (DRAFT)
FOUNDATION REPORT

FINANCIAL REPORTS
LEAD DOCENT REPORT
STRATEGIC PLANNING

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- December Minutes (**vote**)

NEW BUSINESS:

- Financial Reports
- Foundation Report
- Lead Docent Report
- AH windows
- Strategic Planning (**votes?**)

NEXT MEETING: February 14th, 2023

FORT DALLES MUSEUM

Commission Meeting – January 10, 2023
Meeting Minutes

Commissioners Present: Elizabeth Wallis, Paulette Brook, Traci Griffiths, Dawn Rasmussen, Eric Gleason and Julie Reynolds (both joined at 6:15pm), and Mike Wacker (joined at 6:20pm).
Staff: Crystal Davis-Ross, Lead Docent
Members of the Public: Mike Middleton, Wasco County Finance and Ali Postlewait, Wasco County Administrative Services Director, and Denise Dietrich-Bokum (Foundation Ex-Officio) (joined at 6:17pm)

The meeting was called to order at 6:12 pm by Chair Elizabeth Wallis.

Ali Postlewait introduced herself to the group as the new Wasco County Administrative Services Director, replacing Matthew Klebes and is now Crystal's direct supervisor.

3. OLD BUSINESS

A. Review and Approval of Agenda

Dawn moved to approve the agenda; seconded by Julie. The motion passed unanimously to accept the agenda as presented.

B. Approval of December 2022 Minutes

A correction was made to the spelling to properly reflect Deena Honald; Paulette made the motion to approve the minutes as corrected, with Traci seconding. Minutes were approved unanimously.

4. NEW BUSINESS

C. Foundation Report

Denise reported that in early December, the Foundation received a check for \$671.16 from Avangrid Renewables for their volunteer hours. She also noted minimal volunteer hours for the month. During the volunteer Christmas party, Ron Hageman, Randy Katz, Eric, and Traci were introduced to the group. She mentioned that the building committee is working on the expansion of the wagon shed. Elizabeth asked about next steps: Denise deferred to Eric, who reported that they will meet more formally to do some design charette work later this month. Denise asked Crystal if she had a list of projects; Crystal said she does, and has sent what she had to Denise. It did seem like we might need to call an electrician to get a bid for the case lighting in order to get a grant for it, or budget for it. Denise will stop by to discuss with Crystal later this week to go over it and to answer or ask questions.

D. Financial Report

Mike Middleton reported that there are not a lot of changes during December. Right now, the Museum is in a strong financial position, with total resources being \$35,952 more than last year. Admissions to date helped us build up. With the pattern we are on with admissions, getting up to \$40,000 is a real possibility.

Revenue area that is weak is memberships due to not having a drive. Might need to handle memberships / friendships soon.

One area to be noted is that if you add up the beginning fund and restricted fund balances- \$259,000 – scroll down one line, take all the resources, the bottom line is \$294,000 this is how much we have grown - we are up \$40,000 in the fund balance which is really good.

Another change coming up is due to inflation, and the County will be making changes to the pay scale. The County is taking 4 lowest steps (tiers) and moving them to Step 5 (which will become the new #1) which will raise salaries – effective January 1 retroactively, and will therefore increase our staff salary overhead. If Crystal has questions, she can talk to HR, Ali, or Mike to discuss impacts, which will be reflected on her paycheck coming on Jan 25.

Elizabeth asked Mike again about why we are paying for a copier; he will investigate and get back to her.

Elizabeth also asked: What do meals, lodging, and registration stand for under expense versus training? Mike clarified by mentioning that by going to training, you are typically registered for the class.

E. Lead Docent Report

Crystal reported that the heavy typesetting cabinets were sold for \$500 and picked up on the Friday before New Year's - to Community Press which is a teaching workshop located in Olympia, WA. Thanks to Eric for making all of the arrangements, and also to the volunteers Russ Brown, Dan Ross, and Bob Bailey for loading and moving assistance.

She has heard from several volunteers that they are not comfortable about our narrative around the Native American displays; she requested to remove all Native American exhibits to onsite storage until we can tell the story accurately and with sensitivity. She spoke with Sue Buce from Discovery Center. She is currently on Native American Graves Protection and Repatriation Act (NAGPRA) and reappropriating things. She provided helpful info, and Crystal suggested setting up an onsite meeting at the Fort Dalles Museum so everyone can see what we have and understand what it is going to be required to take care of them. Crystal explained that we have 3 potential grave markers which have never been cataloged, probably came from the beginning of the Museum, and probably originated from Memaloose (Sue Buce has a good idea as to the donor identity). She reiterated that we need to go through and look at everything on display as well as in storage.

This will take some doing – helpful if everyone can see what we have and understand the magnitude.

Elizabeth wanted to know about next steps after the items are reviewed. Crystal indicated that Native American Graves Protection and Repatriation Act (NAGPRA) will require every single bit of provenance, complete documentation and note-taking take place; many items will need to be sent back to tribes.

Traci wanted to know what happens when we don't have provenance on pieces. Crystal said it would require investigation. She is following up on what people know or knew about the items, which lends to the investigation of what we have. Again, many items are not marked. Paulette also suggested looking at the Sorosis Club cabinet and old Fort Dalles Museum minutes to look for donation references. Denise referenced an old (hand-written) list that includes what was on hand from Day 1.

Elizabeth questioned how we are going to get all the items out for display / evaluation. Crystal said it was overwhelming what needs to take place. Once we open the Museum for the season, we won't be able to do this. Sue Buce said it took her 6 months to catalog 100 items being coordinated under Native American Graves Protection and Repatriation Act (NAGPRA).

Mike expressed a desire to see what we have on display now, and thought we should still have some kind of presence of Native items, even if there is nothing sensitive out right now. It was suggested that we can get some input from experts. Crystal is still very concerned about the narrative / curation of the items.

Julie interjected based on the training she went to on how Museums represent Native items. She has some contacts that she can contact including the Warm Springs Museum director who might be willing to come look before we go through Native American Graves Protection and Repatriation Act (NAGPRA). Eric said that he didn't see anything on display that was clearly burial-related. Most of the WinQuatt collection was part of the Fort Dalles Collection (county); some of the items got co-mingled. The National Park Service does provide funding for getting an expert out to help us with Native American Graves Protection and Repatriation Act (NAGPRA) projects. It was noted that the grants are due March 10; we need the foundation to get that ball rolling ASAP as a top priority so we can start sorting the items and get them repatriated.

The group discussed what Crystal could do with the items in the dining room when the Museum opens. Traci said leave items in displays for now, then get the expert in, then if Crystal needs additional help, the Commission can

assist. It was clear that most of the commission thought that we need to have something to represent the Native people as this is an essential part of this area.

Additionally, it would be difficult to move the cases out during the summer tourist season, as they are heavy. Eric mentioned that 2 of them are on wheels. Crystal suggested placing our Native items in cases in the upper barn, and then simply not open the upper barn. Dawn expressed concern about the items being put in a non-climate-controlled environment, and Eric mentioned it is not as secure. And there is a risk for damage during removal / handling.

Dawn suggested putting up signage letting visitors know about how we are digging deeper into the history to more accurately represent the area's residents prior to European contact, in lieu of removing items or moving the display cases.

Crystal suggested asking the Warm Springs Museum Director (Roberta Kirk) to help. Julie shared that Roberta said she would be available. Elizabeth said that this would be a good starting place, and suggested that we start there.

Mike suggested putting up a video nearby to provide better education.

Crystal reported that she has sent out 232 newsletters; some memberships are already coming in after that mailer. Traci did not receive a newsletter, as did Dawn; Crystal indicated she would send it out to them.

She also signed up for CEU for care of museum collections (online session in March) and Paulette expressed interest in signing up as well.

As of February 1, Crystal's title is changing to Museum Coordinator. Elizabeth congratulated Crystal on the title change to better reflect the job she has been doing for the past 6 months and for the corresponding pay increase, as did Traci.

F. Anderson House Windows

Eric reported that after the vandalism on the windows (4-5 window panes broken / cracked), he tried to repair in place without much luck. As a result, he took the window out, took it home, got the remains of the pane out, and stuck in the new pane and is now letting the putty cure.

One of the things he brought up was that most of the windows in the house were replaced in the 1970s, and the glazing is going bad. He consulted with Sherwin Williams and they said to put a spar varnish on the windows (reflective of original condition), then paint the glazing to match the wood to blend in and better protect it.

To get that done, it was suggested that we can plan window restoration workshops with the City of The Dalles Historic Preservation office to train the public on this process, and have this take place this summer at the Museum. Denise suggested that we might be able to get some donated materials as well. Elizabeth also reminded the group that the Martin money might be available for the Anderson House repairs. Eric said it should not cost much (putty / paint).

Elizabeth asked Crystal if there has been a decrease in vandalism. Crystal mentioned that 2 barrels had been moved by two children, who rolled them down the hill; she called the police who went and talked to the kids and their parents. There have been no problems since then. Eric put the chain across the stairs.

G. Setting Action Items on Planning Retreat Results

STRATEGIC PLAN GOALS

Collections:

1. Preservation Goal: Create accurate inventory of all Museum items to include prioritization of preservation needs in order to retain items so they have a lasting purpose, as well as identify items that should be deaccessioned based on the focus of the Museum.
 - a. Action: Go through all items currently on display and in storage, adding numbers as needed as well as correcting previous errors, while adding additional information about each item to better catalog its conditions and preservation needs.
 - b. Deadline: Complete by June 2024

- c. Point person: Paulette and Crystal
- 2. *Native American Collection Goal*: Create an accurate and detailed inventory of Native American items currently on display and in storage in preparation for improved Native-voiced interpretation / curation, deaccessioning, or repatriation in conjunction with NAGPRA.
 - a. Action: Find out what was donated, who donated it, origin, and cultural significance.
 - b. Deadline: Complete by June 2023
 - c. Point person: Paulette and Crystal; Julie offered to assist Paulette, as did Eric.

The next meeting is scheduled for February 14, 2023 at 6pm.

6. MEETING ADJOURNMENT

The meeting was adjourned at 7:28 pm.

Respectfully submitted,
Dawn Rasmussen
Fort Dalles Museum Board Secretary
January 11, 2023

Lead Docent Report for 1/10/23 Commission Meeting

The typeset and 3 metal typeset cabinets were sold for \$500.00 and picked up on Friday, 12/30/22 by Community Print, a teaching shop out of Olympia, their website is <https://www.community-print.org> . Thanks to Eric Gleason for making the arrangements, and thanks to a few volunteers: Russ Brown, Dan Ross, and Bob Bailey for loading and moving assistance.

I have heard from a few of our volunteers that they are not comfortable with our narrative around the Native American displays. In the interest of getting the narrative as accurate as possible, I would like to remove all of the Native American exhibits to on-site storage until we can tell their story accurately and with sensitivity.

In place of those exhibits we will expand the steamboat and river displays and add the Sorosis Club displays. We will also retain paintings and photographs of Celilo Falls, in keeping with our Mission.

232 newsletters were sent out on 12/29/22.

I have signed up for continuing education in regards to the care of Museum collections. This is an online course and begins in March.

As of February 1, 2023 my new job will be Museum Coordinator. I am looking forward to this new role.

-Crystal Davis Ross

1.10.2023 Lead Docent Report

Notes for Museum Financial Statements as of December 31st, 2022

These amounts are pre-audit and closing processes are still occurring but are pretty much complete at this time. The amounts are subject to change. This is the 6th fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 50.0%.

Revenues:

- Total Resources (Revenues) are \$38,952 greater than last fiscal year at this time
 - Primary revenues – not including Memberships are all at or well above the straight-line execution rate of 41.7%
 - Admissions are up 224% over last FY at this time with a budget execution of 91%
 - Operating revenues are executing at 88% overall
 - This means the Museum should blow past the budgeted revenue. 91% of the budgeted admissions and the spring/summer visits are still to come. This is a very strong outlook
- Beginning fund balance revenues are still being reviewed – no changes are expected
 - Beginning Fund balance shows an increase of \$32,242
- Interest is up as rates are now increasing - \$1,461 more than last FY
 - Due to timing of this report, December interest has not been allocated yet. The amount should be around \$100 give or take.
- Wasco County transfers are fully transferred in (From General Fund & Special Economic Development Fund)
- The Dalles has made all scheduled payments
- Memberships are low, perhaps more than expected

Expenses:

- Personnel costs are executing at 36% due to staffing
 - Due to the timing, the final payroll to be accrued to December has not been entered. Another \$2,095 is a reasonable estimate.
- Operational costs are executing at 25% vs the straight-line rate of 50.0% so the Museum is well within budget expectations.
- No concerns in Capital or Contingency
- The \$18K in Capital – Building Improvements was included in the budget to specifically utilize the Martin Donation restricted funds
- The prior fiscal year is in the closing process – no further changes are expected

Summary:

The Museum has finished the year strong with a strong start to the new fiscal year. The admissions at \$22,795 by the end of November (no change in December) means having double that by the end of June is not out of the realm of possibility. That means Admissions are on the path to reach \$40K+ by the end

of the fiscal year. This type of performance in Admissions puts the Museum on a path to have fully recovered from the COVID hit to revenues.

December 2022 Museum Financial Report

		FY23		FY23				
		Budget	FY23 Actual	FY22 Actual	Actual - Budget	FY23 % Budget	FY23 - FY22	FY23 / FY22 %
Revenues:								
Nonoperation Revenues								
Beginning Fund Balance	400000	90,011	114,903	82,661	24,892	128%	32,242	139%
Restricted Fund Balance	400100	144,374	144,374	144,374	-	100%	-	8%
Interest	417100	1,500	2,086	625	586	139%	1,461	334%
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	-	#DIV/0!	(12,500)	0%
The Dalles	412175	22,500	11,250	11,250	(11,250)	50%	-	100%
Total Nonoperational		280,885	295,113	273,910	14,228	105%	21,203	108%
Operating Revenue								
Admissions	411150	25,000	22,795	7,036	(2,205)	91%	15,759	224%
Memberships	411345	3,000	365	270	(2,635)	12%	95	35%
Merchandise	411220	2,000	981	301	(1,019)	49%	680	226%
Donations	419100	2,500	4,346	3,131	1,846	174%	1,215	39%
Total Operational		32,500	28,487	10,738	(4,013)	88%	17,748	265%
Total Revenues		313,385	323,600	284,648	10,215	103%	38,952	114%
Expense:								
Operational								
Personnel	51	56,137	20,043	22,881	(36,094)	36%	(2,838)	-12%
Advertising & Promotion	521100	5,000	46	501	(4,954)	1%	(455)	-91%
Postage	521125	500	13	232	(487)	3%	(219)	-94%
Contracted Services	521500	30,000	2,561	-	(27,439)	9%	2,561	0%
Telephone	522100	1,400	600	990	(800)	43%	(390)	-39%
Utilities	522115	7,000	2,412	4,296	(4,588)	34%	(1,884)	-44%
Meals, Lodging & Registration	523500	1,000	265	-	(735)	26%	265	0%
R&M Equipment	525115	500	-	200	(500)	0%	(200)	-100%
R&M Buildings	525130	5,000	523	1,422	(4,477)	10%	(899)	-63%
R&M Grounds	525145	5,000	-	1,896	(5,000)	0%	(1,896)	-100%
Supplies	526100	4,500	1,811	411	(2,689)	40%	1,400	341%
Books	526190	-	805	515	805	#DIV/0!	290	56%
Equipment-Copier	527125	1,032	-	358	(1,032)	0%	(358)	-100%
Total Operational		117,069	29,078	33,702	(87,991)	25%	(4,624)	-14%
Capital								
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%
		18,000	-	-	(18,000)	0%	-	0%
Contingency								
Contingency	570000	178,316	-	-	(178,316)	0%	-	0%
		178,316	-	-	(178,316)	0%	-	0%
Gain/(Loss)		-	294,521	250,946	294,521		43,575	17%

FORT DALLES MUSEUM

Strategic Planning Retreat – December 6, 2022 Key Session Discussion Points

1. Why are we here? (What is our “why?” for this strategic meeting?)

- To define and plan to build credibility and awareness
- Focus on Fort Dalles Museum’s sustainability and stewardship because we care

2. Definition of what we want to focus on

□ □ □ TAKEAWAY: □ □ □

The commission members agreed to focus the museum on the following:
[Pre-Contact] + [1850 - 1920s] + 1957 [Celilo Falls]

Discussion points:

- Pre-contact indigenous peoples [15,000 years - major trading center and largest “city” west of the Mississippi with up to 180,000 people meeting here each fall to trade
- Fort Dalles Museum time period [1850 - 1877]
- Anderson House [1895 - 1950]
- Barn [1888 or 1890?]
- Sorosis [1902]
- Museum opening [1905] - second oldest museum in Oregon, oldest one in continuously operating in same location
- Celilo Falls covered over by dam [1957]

Including:

Waterways [Pre-Contact]
Beginning of the City of The Dalles
Oregon Trail emigrants
Homesteaders
Wagons [1870 - 1920]
Vehicles [1925]

Other partners:

Wasco County Museum / Discovery Center
Maryhill Museum

3. Concerns – what are we worried about?

- Financial support (city / county)
- Future funding
- How to grow
- Staffing / bandwidth
- Native American collection
- Resources
- Lobbying / influence
- Collections
- Greater tourism presence to attract visitors
- Safety
- Technology
- Space limitations
- Preservation
- Succession planning
- Working conditions

4. Affirmations – what are we doing well?

- Volunteers
- Lead docent
- We get great reviews
- Maintain good relations with large revenue streams (cruise ships)
- Grounds look fantastic
- Completed some long-term maintenance goals
- Board
- Financially on target to budget
- Great support from county finance, tech, and facilities
- Great inventory of items
- Good neighbor relations

5. What are some long-term goals / what is on our wish list?

- Make inventory complete, searchable, and online
- 1 paid PT staff member
- Master plan
- Director
- Assistant director
- Scale model of original fort
- Video production
- Installation of video monitors for playing videos
- More grant funding (Foundation)
- Weather-proof vehicle storage
- Re-evaluate mission / focus of museum then deaccession non-relevant items
- Better community partner collaboration
- Living history events
- Traveling educational outreach
- Museum joint partnerships with other museums
- Better use of barn which is currently underutilized
- Vehicles in parades

□ □ □ TAKEAWAY: □ □ □

FOCUS CATEGORIES AND PRIORITIES

Collections

- Preservation (4 votes)
- De-accession of non-relevant items (4 votes)
- Inventory complete, online and searchable
- Weatherproofing
- Scale model of fort
- Native American collection
- Video

Financial Support

- Vehicle building (5 votes)
- Member relations / recognition (2 votes)
- Lobbying and influence (1 vote)
- Future funding
- Grant funding (Foundation)
- Resources (corporate donations)
- Membership card

Staffing / Bandwidth

- New volunteer recruitment (5 votes)
- Director / Assistant Director (2 votes)

- Technology (1 vote)
- 1 paid PT staff
- Working conditions
- Safety
- How to grow
- Space limitations

Succession Planning

- Master plan (5 votes)
- Volunteer recruitment (3 votes)
- Branding statement

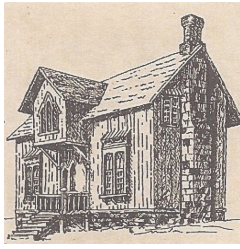
Community Relations / Educational Outreach

- Museum joint partnerships with other museums (3 votes)
- Living history events (2 votes)
- Greater tourism presence (2 votes)
- School events (1 vote)
- Advertising
- Parades
- Community partner collaboration
- Events

NEXT STEPS:

1. We now have specific priorities in each category.
2. The Commission will need to discuss how to put the actual strategic plan and actions together as a roadmap forward.
3. Each priority item will need the following:
 - a. Task owner (staff, volunteer, board, contractor, etc.)
 - b. Action we are asking them to take to fulfill that strategic goal
 - c. Deadline as to when this is hope to be completed

The key of strategic plans is to have a tangible document for moving forward that provides clear expectations, actions, deadlines, and expected outcomes. It is also an adaptable document that can be updated to adjust for any unanticipated challenges or opportunities.



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
December 2022

Fundraising/Projects

No recent activity.

Financial/Grants

We received a check from Avangrid Renewables for the volunteer project in October 2022. Check was for \$671.16.

Volunteer

Volunteer Hours (Museum support) for December were 4.0, est value (4 x \$20) \$80.

PR/Marketing/Promotion

No new activity.

Other

- Eric Gleason met briefly with Randy Kaatz and Ron Hageman, Foundation members who are on the building committee, at the Christmas party on Dec 15.

Next Foundation meeting is on Jan 16, 2023.

Submitted,
Denise Dietrich-Bokum
01/09/2023