

## AGENDA MUSEUM COMMISSION

February 8th, 2022 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 - Mike - Julie - Traci - Dawn
- 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

### **MATERIALS-** (will be addressed per agenda, below)

AGENDA

JANUARY MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL REPORTS

GALA EVENT COST COMPARISONS

VOLUNTEER FAQ  
HISTORICAL SOCIETY FLIER

**NEW BUSINESS:**

- Review and approval of the Agenda (revised)
- January Minutes
- Foundation Report
- Director's Report
- Financial and Treasurer reports
- Historical Society at Discovery Center on 2.13

**OLD BUSINESS:**

- Volunteer FAQ- Julie
- Wagon building expansion - Traci and Eric
- 2022 Gala - Dawn
- Upstairs SQ closet- Eric
- Winquatt- Eric
- UV / Curtain assessment- Eric

Adjourn to Executive Session

**NEXT MEETING: March 8th, 2022**



**Commission Meeting – February 8, 2022  
Meeting Minutes**

**Present:** Elizabeth Wallis, Matthew Klebes, Cal McDermid, Traci Griffiths, Denise Dietrick Bok, Michael Wacker, Julie Reynolds, Sandy McNabb, Eric Gleason, Mike Middleton, Dawn Rasmussen

**Call to Order**

The meeting was called to order at 6:07pm.

**Agenda Approval**

The agenda was updated and a motion was made then passed to approve the updated agenda.

**Members of the Public and Comments**

Mike Middleton, Wasco County Finance  
Matthew Klebes, Wasco County, Administrative Services  
Director Denise Dietrich-Bokum, Foundation Ex-Officio  
Cal McDermid, Director  
Sandy McNabb, Dufur citizen

**January Minutes**

Correction on the minutes pointed out by Denise: On the fourth line down- the name should be Cole Malcolm, not Paul. The minutes were then approved as corrected.

**Museum Director's Report**

Cal reported that we had made \$30 in admissions, there were some friendship renewals for December but didn't have number, and we received \$100 in donations. In January, we had 34 volunteer hours. There are lots of projects going on including working on the file cabinets. The docents are going through sorting the cabinets then scanning documents previously not available to public. It should be noted that Julie loaned a scanner for this project. Additionally, the closet and kitchen have been reconfigured to accommodate the file cabinets. Another project has been the creation of new text panels. Mike Wacker checking out lower barn to make sure guests can make sub-private tour of that area, and the first cruise ship is due on April 7<sup>th</sup>. Elizabeth mentioned she met with Josh from IT – the big printer will be out on Feb 14<sup>th</sup>.

**Foundation Report**

Denise reported that the 115 campaign is still alive and going. Eric has taken measurements of the odder-sized windows, and the check has been sent out. She noted that the lead time on the windows is quite long. There is a potential solution for the upstairs surgeon's quarters which will require creative thinking to add physical film to clip on (or house over the window) to avoid chemical applications on the window surface itself.

As part of research, Cal went into Tap Plastics in PDX – they did not have a thin mylar film there but did have the 8" museum-quality filtering acrylic material which is the same composition as the windows, and can be cut to size. He got a sample and will experiment on ways to hang it in the casement windows so it is unobtrusive. Cost-wise, it is \$14.15/sq ft or \$348 for a 4X8' sheet, which should fall within budget parameters.

Denise is optimistic that there will be enough funding to complete project. Elizabeth reminded the board that we have \$2,000 left in the budget and should be able to cover this project, including any other extra materials. Elizabeth said we would discuss the remaining item balance at the next meeting after we get the final costs in.

WCC Sign Grant – Denise reported that some photos had been removed to have Bohn's scan, and the photos are already back at the museum to be re-mounted. Bohn's will take care to make sure they are mounted correctly. It was mentioned that we will need to re-stain the building to make sure colors match.

Cal also mentioned that there were 18 hours of museum support; he and Denise were featured on the radio today Coffee Hour (with Al Wynn). Their discussion focused on volunteer recruitment and the reopening of the museum in March.

Denise mentioned still having a challenge trying to replace retiring members on the Foundation board.

## **Financial Reports**

Mike Middleton reported a typo on the notes sent to the board for the meeting – it should be January 2022 not Dec 2021. He mentioned that there are not a lot a lot of changes right now since things are not very active.

The big thing is to look at resources: we have \$9,250 more than than the original budgeted income goals. We are also containing expenses. The straight-line amount is well-within limits and are looking good.

With regard to payroll: he had to estimate in 2<sup>nd</sup> pay period in January as it had not been posted yet, but remarked that it was easy to estimate that info, which was included in the board packet. We are still on targeted goals.

There are a couple of operational lines to pay attention to which are currently at 38% of budget. We are still within expectations, but need to stay on top of telephone and utility costs which are running a bit ahead. When we built this budget for 2022, we put \$18,000 in as a placeholder for use on projects.

We are still \$19,000 ahead over last year – revenues are up and expenses are down. The last ½ year of the year is going to depend on COVID-19 - with some good news that the mask mandate might be dropped at the end of March 2022.

Denise had several questions:

- Did something happen with the telephone to cause the costs to go up nearly double? Mike will look into this and respond back to the commission.
- Membership: As Julie has been entering the friendships, a lot of checks seem to come in without the form attached. Some people write “donation” and we are not sure how to properly code them.
- Did PayPal and Square get set up? Mike said that this is in progress to be completed this week. Denise noted that this is important to get completed as the treasurer will be departing in March.
- How much did we receive in ship revenue for admissions? How much was ship-related vs. regular admissions? Mike will make sure this is included in the March report. After we got straightened it out for the W-9, the museum received a \$12,000 check.

Julie said she was entering the checks in membership and donations = had a question for how to code it – do both? Mike said receipts can include both. Julie and Denise will sit down and try to clarify things for Mike, but it is difficult to determine whether the donor intended to be a membership or donation and that part will need to be worked out.

## **Gala Event Cost Comparisons**

After providing a fairly precise budget for executing the event, Dawn indicated that it was going to be a lot of work for some return. The question is whether it is worth it. Many variables that could affect the event include COVID-19, lack of volunteers, and the division of labor. Elizabeth suggested that the commission break the conversation into smaller pieces – the two venues (Civic Auditorium and Discovery Center) are close in expense. The biggest advantage of Civic would let us to get donated alcohol and sell it for a profit.

Dawn suggested the option of raising money in an online auction without all of the logistics and volunteer work as an alternative.

Elizabeth posed the question: Is this something we want to pursue?

Traci: Some of the live auction people are not going to spend money online. By being virtual, we would eliminate a good percentage of audience that would come to an in-person event. She then asked: What is the difference between Civic and Discovery Center –

Dawn reported that the Discovery Center has its own bar, whereas the Civic Auditorium would only charge us for the staff time and any alcohol sales would be money in our pocket. Elizabeth has a friend who is a distiller who would be willing to make a signature event.

It was also discussed that the Civic has parking issues vs. Discovery Center – much better ambience; museum location, plus access to unique item would be great.

Denise: The distance is probably the same between the Civic vs. Discovery Center in terms of parking. The Discovery Center’s lot is better That being said, we could create more of a museum feel at an in-person event at The Discovery Center.

Julie: There might be some items that the volunteers are going through that we could include in the silent auction.

Elizabeth asked the county: Do we have a “bucket” to pay for this event? We were thinking of going to Loyal for seed money, but can we go to the County for refundable deposits to get ball rolling in case we aren’t able to secure that seed money from Loyal?

Mike: Fund 2110 is our appropriation to work with, but we don’t want to tap into contingency, so we do have some budgetary room to go into contract services.

Sandy: Have we considered applying for a \$1,500 Cultural Trust Fund grant? Each county picked up additional \$5,000 from COVID-19 to be spent, which could offset costs. Elizabeth then asked Mike where exactly on the financial statement we can see the contracted services number we have to work with for this project. He reported that we have a line item for \$30,000 for contracted services, which is what the gala would fall under.

Eric: We missed the application window for Wasco County, which has already passed.

Dawn: Pros and cons of having gala in person with deposits, lack of volunteers, and amount of effort that would need to be put into the event. Some galas secure between \$30-50,000, versus our projected \$10,000.

Denise: We are short on volunteers on the Commission, Foundation, and museum. She reiterated: What is the purpose of the event? Raise funds? Do it occasionally, do it big, and do it well.

Mike indicated he thought it would be wise to hold off.

Eric: Has 3 opinions about this event: Might be a perfect time because everyone’s been cooped up and a gala might be a great opportunity. However, who knows what is going to happen with COVID-19? Finally, concern about bandwidth to do it.

Eric: Perhaps look to Spring 2023 – so we don’t wait a whole year and a half.

Elizabeth suggested we put the gala on hold to 2023, and in the meantime, we can look into cultural grants, and chat with Loyal. If we have the winter to work on it, we will have more time to work on it for the spring.

Traci: She is excited about it and sees the gala as a great event to pull community together to help raise money for the museum. She had thought the goal was to get the funds together to expand the wagon barn. She then asked: How soon do we need those funds, what time of the year, and what other events are going on at the same time so we don’t compete with another organization?

### **Volunteer FAQs**

Julie invited comments to the draft FAQs so we can finalize and hand out to people. This is supposed to be a handbook for new volunteers so they have a reference document on expectations and how they address questions or concerns brought to them. Elizabeth asked all commissioners to review and provide feedback to Julie so she can make changes as the document is in progress. Julie had a concern about item #14 in the FAQs: Who would a volunteer contact if someone made them uncomfortable? Contact Matthew – and he will check with the HR Department. Julie will work directly with Matthew.

### **Wagon Building / Winquatt Collection**

Eric reported that the wagon building expansion has not moved much further. Trying to get to building codes to answer questions then will update the commission board. He has not done anything with upstairs surgeons’ quarters, but will get with Cal on that.

He has mostly been working on the Winquatt collection. Tribal leaders are reviewing them for items of cultural significance. Initially, it was on display at the Seufert Cannery at the dam. Then it was in long-term storage, then shifted to long-term loan at the Discovery Center so that they would handle the Native American Graves Protection and Repatriation Act requirements.

Eric confirmed that there are human remains in collection that need to be reburied, as well as associated funeral goods for burials. For the majority of collection, it is unclear with what the items are (over 1,000 items). This creates a need to work with the tribal leaders from Warm Springs, Yakama, and Umatilla, who have been consulted, and just met.

Eric noted that many items came from Memaloose Island and were associated with burials or cultural practices. By the end of the meetings with tribal leaders, we will have a good clear list of items that will be then sent to coordinators at the National Park Service. They will then advertise the items so others who might have interest can have a say. After that, then the items will be repatriated back to the tribes, and they will handle as they see fit.

As there is a new director at the Discovery Center, we will need to see if we can get a grant request by this funding cycle to support the remaining items for the collection.

**Elizabeth called attention to some of the notes that were included in the chat during the board meeting:**

Mike Middleton: We received \$10,905 from American Queen Voyages as of 2/1/2022. There had been no prior checks from them in this fiscal year - this went back to May 2021 for tour admissions.

Mike Middleton: There are no other instances from this cruise line. I am unsure how much the other cruise line was billed and the check has not arrived yet. The prior amounts do not appear to contain any checks from the cruise lines.

Mike Middleton: Regarding Telephone - it is up due primarily to Immense Imagery being paid \$402.50 out of this line item. This should probably have been Contracted services - Not necessarily miscoded, but not really ideal. I am doing an entry to move that cost right now.

Matthew Klebes: Main Street has a Mardi Gras fundraising event coming up in Feb as well. Could watch and learn, see how that goes.

**Adjourn to Executive Session**

The regular board meeting adjourned at 7:35pm and guests were excused. The board went into executive session until it was adjourned at 7:55pm.

**Re-Open Commission Meeting**

Elizabeth re-opened the February 8, 2022 commission board meeting at 7:55pm.

**Next Meeting**

The next meeting is scheduled for March 8th, 2022 at 6pm.

**Meeting Adjournment**

The meeting was adjourned at 7:56pm.

Respectfully submitted,  
Dawn Rasmussen  
Fort Dalles Museum Board Secretary  
February 8, 2022

Minutes approved and accepted at March 8<sup>th</sup>, 2022 Meeting  
~Elizabeth Wallis, Commission President

**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**  
**January 2022 DIRECTOR'S REPORT**  
**For February 8, 2022, Museum Commission Meeting**

A report taken from the daily logs for the month of January:

Ø Admission for January \$30.00

Ø Friendship renewals for December:

Ø Donations: \$100.00

Ø Total Volunteer Hours for December: 34 hours

Ø January has been a month of projects.

We have file cabinets full of pictures and stories - some of them cataloged but many of them are not. A group of docents have taken on the job of sorting through the file cabinets and blue tubs and are starting the first stages of inventorying and then scanning a lot of the pictures and articles that are otherwise not available to staff or visitors.

Ø The shelves in the closet off the kitchen have been reconfigured so that we now have three full sized file cabinets for the storage of all of the photos, newspapers, magazines etc. all together in one room.

Ø The Basement has been cleaned and reorganized.

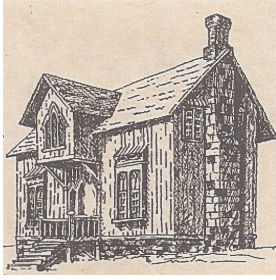
Ø Mike Wacker and Lynn Wilcox evaluated the text panels in the Surgeon's Quarters and are updating and creating new text panels that will be easier to read.

Ø Mike Wacker has volunteered to check what is needed at the barn in order to make the lower level where the threshing log is located opened up so that guests may do a self-guided tour of that area.

Ø Denise is continuing the work on new text panels and signing for the bells located on the lawn.

Ø The first cruise ship of the season is due on April 7





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

**FDMAH Monthly Report**  
**February 2022**

**Fundraising/Projects**

**\$115 Campaign:** Indow has started the remaining inserts

**WCCT Sign Grant:** Interpretative signs have been proofed (thank you Julie Reynolds!), authorized and in production. No delivery date yet.

**Financial/Grants**

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

**Volunteer**

Volunteer Hours (Museum support) for October were 32.0, est value (32 x \$20) \$640.

**PR/Marketing/Promotion**

Denise and Cal appeared on KODL in February. Cal & Denise plan to be at KODL in March 2022. April 12 is the next KODL date, after Cal is retired. We need to decide if we want to continue this promotion, take a break, or discontinue altogether.

**New Vehicle Stakeout**

No activity for the Foundation

**Other**

We have one possible new member. The Davis' are retiring in March. Denise will be acting Treasurer for a few months to assess the position and amount of time and skill set required. We will continue to recruit in 2022 and if we are unable to recruit new members, will have to dissolve the Foundation (which we prefer not to do). Focus for the remainder of 2022 is recruitment, no fundraising activities will take place.

Submitted,  
Denise Dietrich-Bokum  
03/05/2022

## **FDM Volunteer FAQ     DRAFT**

1. How do I become a volunteer for Fort Dalles Museum/Anderson Homestead?  
There is an application on the website ([www.fortdallesmuseum.org](http://www.fortdallesmuseum.org)) under the “Volunteer” dropdown menu. You can call the Museum (541-296-5457) or email ([fortdallesmuseum@gmail.com](mailto:fortdallesmuseum@gmail.com)) for more information.
2. What kinds of work are available for volunteers?  
Guiding visitors (docent), weeding/planting flowerbeds (we have a professional mow the lawn), writing articles for the newsletter, researching individual projects, giving talks in local schools.
3. Is there any training for volunteers?  
Yes. Docents can observe and follow more experienced docents as they guide visitors. There are written materials to study. When a trainee docent feels ready, he or she may begin giving the welcoming talk. Some docents begin by reading the “Introduction to the Museum” script, and later become comfortable working without a written guide. Volunteers have monthly meetings to discuss how the work is going and share experiences.
4. Who do I report to?  
Volunteers work under the direction of the Museum director.
5. How many hours may a volunteer work?  
During the summer, when the Museum is busy, docents work in 4-hour shifts, 9 am to 1 pm, and 1 pm to 5 pm. In less busy times of the year, or depending on the type of volunteer work, hours can vary. Volunteers are limited to a total of 20 hours per week, and record their working hours on a clipboard in the office.
6. Where do volunteers
  - Park? On the street near the Museum, outside the area used by the buses.
  - Eat snacks or lunch? In the office, outside on picnic tables, in the Anderson House kitchen – just not in front of our visitors.
  - Store their personal belonging? There is a secure location near the office.
7. Is there a dress code for volunteers? How are official volunteers identified by visitors?  
Volunteers dress in “business casual,” or in period dress subject to the director’s approval. They wear name badges, which are left at the Museum after the shift ends.
8. Are there written procedures for: opening/closing, setting the alarms, using the cash register, raising/lowering the flag, etc.?  
Yes. These written procedures can be supplemented with demonstrations.

9. If I'm asked to buy supplies for the Museum, how do I get reimbursed?  
Submit your receipts to the Museum director.
10. What do I do if I can't answer a visitor's questions?  
Tell them you will try to find out, then ask another docent or the Museum Director. If the answer will require further research, get the visitor's contact information and the exact question, and give it to the Museum Director.
11. How do I respond if a visitor is not wearing a face covering? Refuses to wear one?
- You can say, "Could I get you a mask? Masks are required inside the Museum."
  - If the mask is being worn improperly, you can say, "Could you please pull up your mask to cover your mouth and nose?"
  - If the visitor refuses to wear a mask, you can say, "Our county government requires masks to be worn inside the museum buildings during Covid, for health reasons. If you can't wear a mask, please go outside where they are not required." You may need to ask the Museum Director for assistance.
12. Are visitors allowed to touch items in the Museum?  
In general visitors are not allowed to touch the items in exhibits. This is usually not a problem. In the Anderson House kitchen, exhibit items can be handled. In the Surgeon's Quarters, the sturdy Umatilla House chairs can be offered to anyone needing to sit for a moment.
13. Do volunteers ever work alone?  
No. There will always be another Museum volunteer or the director present when the Museum is open. The neighborhood in which the Museum is located is safe and quiet, but events could arise where a volunteer might be glad to have another person present. When the Museum is closed to the public, occasionally a volunteer may be working inside the Museum. In that case, the gates to the grounds will be locked.
14. What do I do if a visitor (or another volunteer) makes me feel uncomfortable?  
Excuse yourself and move away from the situation. Report the problem to the Director, or to the **Wasco County Human Resources officer (541-xxxxx)**, or call 911 if it is an emergency.
15. How do volunteers handle small children at the Museum?  
A family with children may enjoy the Scavenger Hunt, where they search for and identify a variety of objects in the Museum. A child can bring a completed Scavenger Hunt form to the office and receive a small gift. Children in school groups are under the supervision of their teachers, but may need some gentle reminders not to touch exhibits.

16. How should volunteers describe the upstairs of the Surgeon's Quarters for those unable to walk the stairs?  
"There are three areas upstairs. On the left is a ladies' bedroom, in the center is a display from the large Umatilla Hotel, and on the right is the Western room, with saddles and other displays." In the future, we may have a short video available.
17. What should a volunteer do if approached by someone who wants to make a donation of an item?  
Volunteers have no authority to accept or make promises about offered donations. Refer the potential donor to the Museum website ([www.fortdallesmuseum.org](http://www.fortdallesmuseum.org)), where under the dropdown menu "Item donation," they will find a donation form.
18. What do I do if someone comes to visit the Museum just before closing?  
The Museum does not charge admission after 4 pm, and lets visitors know they must finish their visit by the time the Museum closes its doors at 5 pm.
19. How do I handle the situation when several small groups come in close together?  
Groups may be willing to be guided together, but this is an example of why volunteers do not work alone.
20. When the Museum is officially closed, and volunteers are inside working, should we still let people in to visit if they ask or just show up?  
The gate to the grounds will be closed, so no one should expect to be admitted. The Director may offer private tours to individuals or groups during the times the Museum is closed.

## Notes for Museum Financial Statements as of February, 2022

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 8<sup>th</sup> fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 66.6%.

### Revenues:

- Total Resources (Revenues) are \$22,030 greater than the fully budgeted resources expected
  - This means the when opening for the next season, the Museum should be able to further exceed the revenue budget as the season is over halfway – barring any additional COVID complications
- Beginning fund balance revenues are final no changes were made.
  - Beginning Fund balance shows a decrease of \$13K
  - \$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
  - The payment from a cruise line of \$10,905 was recorded in February; this covered June 2021 to the last cruise
  - There may be another cruise line payment coming that has not shown yet.
- Memberships are low, perhaps more than expected
- Donations of \$3,131 exceeds the estimated planned amount
  - No change

### Expenses:

- Personnel costs are above the straight-line rate
  - overtime, also more than last fiscal year at this time - \$405
  - The increased pay rate done when the salary matrix was adjusted for many employees of the County.
    - Most rates moved 5%
    - At 62% execution, straight-line is 58.3% which is within expectations when the adjusted pay matrix is considered
    - Better position on budget execution than last month

- Operational costs are executing at 44% vs the straight-line rate of 66.6% so the Museum is well within budget expectations.
- Telephone and Utilities are ahead of the budgeted straight-line so should be watched
- 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

Summary:

At this point, the Museum is \$29,108 ahead of last fiscal year in total. The financial picture is improving over last fiscal year – actually being open tends to do that... How the last half of the year looks will be dependent on COVID responses – by the public, the rule/policy makers and how the Museum navigates these challenges. This is in addition to the transition to a new Museum Director coming up.

## February 2022 Museum Financial Report

		FY22		FY22		FY22 -		FY22 /	
		Budget	FY22 Actual	FY21 Actual	Actual -	FY22 %	FY22 -	FY22 /	
					Budget	Budget	FY21	FY21 %	
<b>Revenues:</b>									
<b>Nonoperation Revenues</b>									
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	720	1,401	(1,680)	30%	(682)	51%	
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	0%	
The Dalles	412175	35,000	15,000	15,000	(20,000)	43%	-	100%	
<b>Total Nonoperational</b>		<b>266,668</b>	<b>277,755</b>	<b>278,682</b>	<b>11,087</b>	<b>104%</b>	<b>(928)</b>	<b>100%</b>	
<b>Operating Revenue</b>									
Admissions	411150	5,000	17,941	1,668	12,941	359%	16,273	976%	
Memberships	411345	3,000	270	2,820	(2,730)	9%	(2,550)	-90%	
Merchandise	411220	200	301	143	101	151%	158	111%	
Donations	419100	2,500	3,131	3,790	631	125%	(659)	-17%	
<b>Total Operational</b>		<b>10,700</b>	<b>21,643</b>	<b>8,421</b>	<b>10,943</b>	<b>202%</b>	<b>13,222</b>	<b>257%</b>	
<b>Total Revenues</b>		<b>277,368</b>	<b>299,398</b>	<b>287,103</b>	<b>22,030</b>	<b>108%</b>	<b>12,295</b>	<b>104%</b>	
<b>Expense:</b>									
<b>Operational</b>									
Personnel	51	42,520	28,190	26,645	(14,330)	66%	1,545	6%	
Advertising & Promotion	521100	2,000	742	2,958	(1,258)	37%	(2,215)	-75%	
Postage	521125	500	232	110	(268)	46%	122	111%	
Contracted Services	521500	30,000	403	9,585	(29,598)	1%	(9,182)	-96%	
Telephone	522100	1,250	815	695	(435)	65%	120	17%	
Utilities	522115	6,000	5,713	3,297	(287)	95%	2,416	73%	
Meals, Lodging & Registratic	523500	500	-	-	(500)	0%	-	0%	
R&M Equipment	525115	500	200	206	(300)	40%	(6)	-3%	
R&M Buildings	525130	5,000	1,422	11,566	(3,578)	28%	(10,144)	-88%	
R&M Grounds	525145	5,000	2,246	2,845	(2,754)	45%	(599)	-21%	
Supplies	526100	2,000	948	295	(1,052)	47%	653	222%	
Books	526190	-	515	-	515	#DIV/0!	515	0%	
Equipment-Copier	527125	1,032	615	653	(417)	60%	(38)	-6%	
<b>Total Operational</b>		<b>96,302</b>	<b>42,041</b>	<b>58,854</b>	<b>(54,261)</b>	<b>44%</b>	<b>(16,813)</b>	<b>-29%</b>	
<b>Capital</b>									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%	
		<b>18,000</b>	<b>-</b>	<b>-</b>	<b>(18,000)</b>	<b>0%</b>	<b>-</b>	<b>0%</b>	
<b>Contingency</b>									
Contingency	570000	163,066	-	-	(163,066)	0%	-	0%	
		<b>163,066</b>	<b>-</b>	<b>-</b>	<b>(163,066)</b>	<b>0%</b>	<b>-</b>	<b>0%</b>	
<b>Gain/(Loss)</b>		<b>-</b>	<b>257,357</b>	<b>228,249</b>	<b>257,357</b>		<b>29,108</b>	<b>13%</b>	

2022 Fort Dalles Museum Gala

**DISCOVERY CENTER**

Income		
Individual ticket sales	\$3,900.00	(130 people (13 tables x 10ppl at each table) X \$30ea)
Table sponsorships	\$1,500.00	(\$300 X 5 tables purchased)
Event sponsorships	\$2,000.00	spit balling here?
Revenue from silent auction	\$3,000.00	(30 items x \$100 ea)
Seed money contribution	\$5,000.00	(pending ask)
Revenue from live auction	\$5,000.00	(5 items X \$1000 ea)
<b>TOTAL INCOME:</b>	<b>\$20,400.00</b>	

Expense		
Facility rental	\$2,000.00	confirmed cost
Linens / plates / silverware, etc	\$177.20	confirmed cost
Signage	\$280.00	(8 X \$35 each)
Catering	\$4,042.50	Cobblestone
Catering gratuity	\$727.65	Sum of catering X 18%
Auctioneer	\$1,500.00	
Audio-Visual rental		<b>**NEED TO ASK</b>
Emcee	\$0.00	(can we get Steve to do this for free?)
Event Décor	\$800.00	
Table centerpieces	\$200.00	(20 tables X \$10 ea)
Postcard printing	\$40.00	(500 postcards)
Postage	\$200.00	(500 postcards x .40 ea)
Musician	\$500.00	
Auction signage printing (for each item)	\$50.00	
Auction program printing	\$100.00	
Event insurance rider	\$0.00	(?covered by county?)
Credit card fees		2.6% + 10¢ per swipe, dip, or tap



<b>TOTAL EXPENSE:</b>	<b>\$10,617.35</b>
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<b>NET PROCEEDS:</b>	<b>\$9,782.65</b>
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## CIVIC AUDITORIUM

Income		
Individual ticket sales	\$3,900.00	130 people (16 tables x 8ppl at each table) X
Table sponsorships	\$1,500.00	(\$300 X 5 tables purchased)
Event sponsorships	\$2,000.00	spit balling here?
Revenue from silent auction	\$3,000.00	(30 items x \$100 ea)
Seed money contribution	\$5,000.00	(pending ask)
Revenue from live auction	\$5,000.00	(5 items X \$1000 ea)
<b>TOTAL INCOME:</b>	<b>\$20,400.00</b>	

Expense		
Facility rental	\$700.00	from 4pm - 9pm
Linens	\$145.00	(29 tables x \$5/ linen - includes both dining t
Onsite staff fee	\$250.00	2 pp x \$25/hour X 5 hours (4-9pm)
Stage rental (for live auction)	\$20.00	fee is for entire evening
Signage	\$280.00	
Catering	\$4,042.50	75 salmon (\$23.95 ea) + 75 chicken cordon b
Catering gratuity	\$727.65	sum of catering X 18%
Auctioneer	\$1,500.00	
Bartender	\$150.00	1 bartender X \$30 / hour x 5 hours
Audio-Visual rental	\$25.00	fee is for entire evening
Emcee	\$0.00	
Event Décor	\$800.00	
Plateware and silverware	\$600.00	\$4 per person each X 150 ppl
Table centerpieces	\$200.00	(20 tables X \$10 ea)
Postcard printing	\$40.00	(500 postcards)
Postage	\$200.00	(500 postcards x . 40 ea)
Musician	\$500.00	

Auction signage printing (for each item)	\$50.00
Auction program printing	\$100.00
Event insurance rider	\$0.00
Credit card fees	
<b>TOTAL EXPENSE:</b>	<b>\$10,330.15</b>

(?covered by county?)  
 2.6% + 10¢ per swipe, dip, or tap

<b>NET PROCEEDS:</b>	<b>\$10,069.85</b>
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\$30ea

ables and silent auction tables)

leu (\$24.95 each) + 150 dessert (\$2.50 ea)



# **CELEBRATE LOCAL HISTORY & OUR STATEHOOD THROUGH THE EYES OF WASCO COUNTY**

SPONSORED BY

**COLUMBIA GORGE DISCOVERY CENTER  
& WASCO COUNTY HISTORICAL SOCIETY**

**FREE EVENT SUNDAY, FEBRUARY 13<sup>TH</sup>**

**CAKE, COFFEE & BIRTHDAY CELEBRATION 2PM - 5PM**

**AT COLUMBIA GORGE DISCOVERY CENTER**

**STATE OF OREGON**



**1859**

**TAKE A STROLL THROUGH WASCO COUNTY HISTORY &  
SEE HUNDREDS OF HISTORIC PHOTOS OF THE PEOPLE &  
PLACES THAT MAKE THE DALLES OUR HOME.**

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