

AGENDA
MUSEUM COMMISSION
February 14th, 2023 6:00 PM
Harding House, 4th & Court, The Dalles
Online access:

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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, Museum Coordinator
Ali Postlewait, Wasco County Administrator

MATERIALS- (will be addressed per agenda, below)

AGENDA

JANUARY MINUTES (DRAFT)

FOUNDATION REPORT
FINANCIAL REPORTS
MUSEUM COORDINATOR REPORT
PROPOSED ITEMS FOR DEACCESSION

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- January Minutes (**vote**)
- Building Committee update (Eric, Traci)

NEW BUSINESS:

- Financial Reports
- Foundation Report
 - Progress on grant due March 10th?
- Museum Coordinator Report
- Cultural Trust Grant (Julie)
- Items for deaccession & policy (Paulette)
- Strategic Planning
- Museum opening March 13th

NEXT MEETING: March 14th, 2023**

Report from the Fort
February 2023

Many things are happening here at the Fort. We have painted the office, Eric added framing to the office window.

John Hageman came Saturday, 1/28/23 and painted the kitchen, it's beautiful. I began moving the furniture back into place.

We have spent our time closed cleaning, searching for items, changing displays, and now that it's February it's time to put it all back for opening in March.

We have 5 large posters that I will take to local businesses to display with our opening date.

We have 10,000 postcards for the Mainstreet program to add to the Cruise Ship totes.**

We will be hanging the pictures back in the kitchen from the picture rail - no nails in the walls in the kitchen.

Looking into options for lighting cases, this is an ongoing project. Hoping to partner with the Foundation for a grant.

Planning 3 newsletters per year. The next one is anticipated in April. If you have anything you would like added to the newsletter, let me know

We have moved the cases in the dining room to be located near electric outlets, this will help with the portable lighting for the cases.

-Crystal Davis Ross
Museum Coordinator

2.2023 Museum Coordinator Report

January 2023 Museum Financial Report

		FY23			FY23		FY23 -	FY23 /
		Budget	FY23 Actual	FY22 Actual	Actual -	Budget	FY22	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	3,568	720	2,068	238%	2,848	496%
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	13,125	13,125	(9,375)	58%	-	100%
Total Nonoperational		280,885	298,470	275,880	17,585	106%	22,590	108%
Operating Revenue								
Admissions	411150	25,000	27,565	7,036	2,565	110%	20,529	292%
Memberships	411345	3,000	3,305	270	305	110%	3,035	1124%
Merchandise	411220	2,000	981	301	(1,019)	49%	680	226%
Donations	419100	2,500	4,796	3,131	2,296	192%	1,665	53%
Total Operational		32,500	36,647	10,738	4,147	113%	25,908	341%
Total Revenues		313,385	335,117	286,618	21,732	107%	48,499	117%
Expense:								
Operational								
Personnel	51	56,137	26,703	26,469	(29,434)	48%	234	1%
Advertising & Promotion	521100	5,000	583	601	(4,417)	12%	(18)	-3%
Postage	521125	500	193	232	(307)	39%	(39)	-17%
Contracted Services	521500	30,000	2,895	-	(27,106)	10%	2,895	0%
Telephone	522100	1,400	609	1,104	(791)	43%	(495)	-45%
Utilities	522115	7,000	2,840	5,020	(4,160)	41%	(2,180)	-43%
Meals, Lodging & Registration	523500	1,000	819	-	(181)	82%	819	0%
R&M Equipment	525115	500	-	200	(500)	0%	(200)	-100%
R&M Buildings	525130	5,000	545	1,422	(4,455)	11%	(877)	-62%
R&M Grounds	525145	5,000	-	2,246	(5,000)	0%	(2,246)	-100%
Supplies	526100	4,500	2,378	411	(2,122)	53%	1,967	479%
Books	526190	-	760	515	760	#DIV/0!	245	48%
Equipment-Copier	527125	1,032	-	451	(1,032)	0%	(451)	-100%
Total Operational		117,069	38,325	38,671	(78,744)	33%	(346)	-1%
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)		-	296,792	247,947	296,792		48,845	20%

Notes for Museum Financial Statements as of January 31st, 2023

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 7th fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 58.3%.

Revenues:

- Total Resources (Revenues) are \$48,499 greater than last fiscal year at this time
 - Primary revenues are all at or well above the straight-line execution rate of 58.3%
 - Admissions are up 292% over last FY at this time with a budget execution of 91%
 - Memberships are executing at 110% or \$3,305 with more coming in February
 - Operating revenues are executing at 113% overall
 - This means the Museum past the budgeted revenue. Admissions are at 110% with 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 - \$2,848 more than last FY
- Wasco County transfers are fully transferred in (From General Fund & Special Economic Development Fund)
- The Dalles has made all scheduled payments

Expenses:

- Personnel costs are executing at 48% due to staffing.
- Operational costs are executing at 33% vs the straight-line rate of 58.3% 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

Summary:

The Museum has finished the year strong with a strong start to the new fiscal year. The admissions at \$27,565 by the end of January puts the account already above the budgeted expectations. Add in the Memberships exceeding the budget already and the Museum is in a very good place. 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. Combining this with controlling expenses and the fund balance for the fund is growing by \$48,845 at this point.

List of Potential Deaccession Items and Target Recipients

Object ID Description Potential Recipient 5511, A, B, C, E, F

Indian artifacts contained in six wood shadow frames with glass.

Found by Guy and Nola Wharton. The black obsidian pieces were found in Lake County, Oregon, around Paisley (Valley Falls, Lake View, Lake Albert area) - Christmas Valley - Chewancan River area and Warner Valley area
Others were found in Jefferson County, Oregon, and in the Ashwood area.

Deschutes River area.
Most were found between 1960 - 1980 on camping trips.

5511A - Stone and obsidian ¹ arrowheads with felt lining in shape of arrowhead.

5511B - Stone and obsidian arrowheads with arrows pointed in to middle. Cloth back deteriorating

5511C - Three (3) arrowheads, 2 bone necklace ornaments, 2 bone needles, 7 beads (stone, bone?), 2 pieces twisted metal, black backing.

"Needle found below Kontije Ranch, Deschutes"

5511E - Fifty (50) obsidian arrowheads pointed in to center, one loose one, white felt backing. "Black obsidian from Christmas Valley"

5511F - Smaller arrowheads, black and white felt backing in shape of tepee.

D2003 - 5511 A, B, C & F - moved to Dining Room only. Others Upstairs

¹ 2.2023 Possible Deaccession List and Potential Recipients

D2003-5511E D2021-8055 D2021-8054

of Fort Dalles Museum and Anderson House

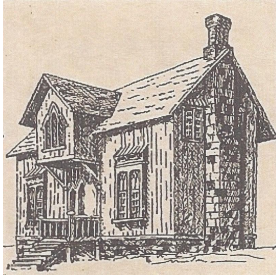
Hall? Need to double check. - md Somewhere in Eastern Oregon--Malheur County? Purse--Does not fit within the mission of Fort Dalles Museum and Anderson House

various The Dalles City Directories Library? various All Steelhead School yearbooks School museum various Most/All Antlers

D2018-7936

Oregon Trail Display--Does not fit local tribal characteristics.

Should however, keep and possibly sell the bisque dolls.



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
January 2023

Fundraising/Projects

No recent activity.

Financial/Grants

Grants were discussed. Sue Buce from the Discovery Center was mentioned as a good resource for the NAGPRA grant/process.

Discussed soliciting “low hanging fruit” as means to receive donations (like Amazon Smile which recently sunsetted). Need to review donor list.

Foundation is interested in reviewing list of Museum projects that will need funding.

Volunteer

Volunteer Hours (Museum support) for December were 2.0, est value (2 x \$20) \$40.

PR/Marketing/Promotion

No new activity.

Other

Building committee will start up end of Jan, or Feb 2023.

Next Foundation meeting is on Mar 20, 2023.

Submitted,
Denise Dietrich-Bokum
02/11/2023