

Fort Dalles Museum and Anderson Homestead
Commission Meeting
Regular Meeting Minutes-Draft
March 10, 2020

Located at Harding House

Commission Members present: Elizabeth Wallis,
President, Eric Gleason Vice Chair, Dalia Thompson
Treasurer/Secretary, Donna Lawrence, Mike Wacker

Commission Members absent and excused: Loyal
Quackenbush (Jeff Wolfanger resigned)

Others present: Mike Middleton and Matthew Klebes
Wasco County Staff

Call to Order: The meeting was called to order at 6:05
p.m.

Museum Staff present: Cal McDermid, Mary Davis and
Denise Deitrich Bockum, Museum Volunteer and Fort
Dalles Museum and Anderson House Foundation
Member.

Agenda: Daliea made motion to accept agenda Donna
Seconded. Motion passed

Minutes Reviewed:

Public Comments: None

Treasurer's Report: Daliea reported on proposed budget
for next fiscal year. She reported that we have asked
Wasco County for \$25,000.00 she asked Donna to check
with The City of The Dalles to make sure they will match
\$25,000.00

Mike went through the current financials - attached.

Mike explained the current proposed budget - attached.

Museum Directors Report: Attached

Old Business:

February Minutes

Eric made the motion to approve the February minutes,
Donna seconded it, motion passed.

Update on grounds report progress

Jason Henkle repaired the flooring gook in the surgeons quarters. Will give him a corporate membership as he did the work for free.

Anderson House gutter repair. Eric reported one bracket has been repaired, a replica of the missing one is done and now he is building the gutters out of old growth fir, and line with a roofing product to keep them working for a long time.

They will drain out beyone the edge of structures and we may have to put barrels out to catch water.

He is also going to epoxy one of the boards and do the Dutchman repairs that are remaining.

Anderson Barn - We dont have a bid yet. Eric suggested that we could get some rope at Reds to help with the chinking problem.

Vehicle Buidling residing - Loyal would like to revisit in June when he gets back.

April date for cleaning of wagons April 5th Sunday 1 p.m.

Grounds - Signage still pending

Discussion about potential board members-
Daliea made a motion to nominate Robin Miles, Eric seconded it. After discussion Daliea recinded her motion and Elizabeth seconded, motion carried.

Winquatt collection - update for Eric

Eric has cataloged 1024 items in the collections, some items are collections of small items. 39 items are NAGPRA items, 12 items for individual review for tribes.

The process is to flag items and allow items to be reviewed by Tribes. There are at least four Tribes. There are grants to help pay for some of the costs.

It may be premature to get grants. The new NAGPRA representative did just get a grant and perhaps that could cover the costs.

Eric will revise the 10 year agreement with the Discovery Center regarding the Wynquat collection and submit to the Wasco County legal counsel for review and approval.

Eric will bring back next meeting.

Vehicle Building

Daliea brought up starting discussions and or work sessions regarding the Vehicle building. She would like to start work sessions to address what are we going to do about a new Vehicle building.

Anderson Barn

Daliea stated that we have too much stuff under the Anderson Barn and how do we get rid of these things. Can we also add a policy on how to get rid of these things.

New Business:

County updates to Job Descriptions

Cal and Elizabeth are going through the current job description and ensuring that it is updated. Wasco county is interested in having these completed by the end of the month.

Corvid 19 precautions and plans

Cal has currently put together some precautions and what we are doing regarding. The County has recommendations from the CDC that we can adopt.

We should follow what the Wasco County.

Fundraiser event

Cal suggested a fundraising event with a wine and dinner event. The commission would like Cal to explore options.

Permanent move to the Harding House

Elizabeth would like to move our meetings permanently at the Harding House. Everyone agreed.

Chimney at Surgeons Quarters

Eric reported Michael Byrnes is ready to start on the Chimney.

Meeting adjourned at 7:46

Accepted and approved April 14th, 2020

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
March 2020 DIRECTOR'S REPORT
April 14, 2020, Museum Commission Meeting

A financial report taken from the daily logs for the months of March:

Visitors: No paid Visitors. Museum Bookstore made \$0.00. There was \$1150.00 in Friendship renewals. A reminder letter was sent out and that helped to bring in more memberships. Total Volunteer Hours for March.

1. Thank you to all who helped with the big barn cleanup. It has helped to give me a better idea of how to use the space. I am hoping to tie the Anderson Family into the displays are going to go in the barn.
2. I have not heard anything from the Oregon Historical Society regarding the history of the beginning of the relationship between the Oregon Historical Society and the Sorosis club members. I will keep trying.
3. The grounds are looking great. Sprinklers have been adjusted again so that there is less water needed. Gravel has been spread on the Museum side and the Homestead side. Dennis Davis has been removing the ivy from the trees.
4. Restoration work on the gutters of the Anderson House were completed.
5. Unfortunately, with the advancement of the Covid-19 into the state of Oregon most work has come to a standstill. In the beginning Mary and I worked together at the museum but in separate rooms. As things worsened, we went to half day schedules each. Mary in the mornings and Cal in the afternoons. We have had very few people drive by or stop. Museum volunteers are no longer working at the museum.
6. Mary and I have been getting projects done during our time at the museum. I have sorted and have updated museum files and working to make things more organized and accessible. Mary continues to work on getting things documented and into Past Perfect. We finally have the items in the Anderson House inventoried. We will continue with the documentation when we start up the Barn project again.
7. Start up for the cruise ships is now set for May 20.

- Corvid 19 precautions & plans
- Fundraiser event
- Permanent move to the Harding House

NEXT MEETING: ~~AT THE Harding House April 14th, 2020~~ will be virtual

2020 Commission-determined priorities by location:

<i>location</i>	<i>item</i>	<i>cost</i>	<i>owner</i>
SQ	Flooring “gook” in SQ needs assessment by Jason Hinkle Will be done 3.8	TBD	Cal
Gardener's Cottage	Restoration work needs to begin on the structure.	TBD	Eric
AH	Rotted wood repair and gutter replacement- work has begun	\$5,000	Eric
A Barn	Some boards are in need of chinking, would keep things cleaner inside & expand storage.	TBD	Eric
Granary	Screens built to slow ingress of rodents & birds	Completed, no cost	done
Vehicle Bldg	re-siding building with board & batten (front only, incl. stain) Loyal may not have time.	\$2,500 max	Loyal

Wooden Vehicle Shed	Give vehicles a light dusting & gentle cleaning w/ low-pressure air. Repel bugs/ birds/ rodents.	In-house April 5th	work party
Grounds	Signage for bells, vehicle buildings, former site of officers quarters, 1905 trees, grates, etc.	?	Cal

Financial Notes for Museum – January 2020

- 7th month of the fiscal year = 58.3% complete for straight-line analysis

Revenues

- Investment Earnings (Interest & Mark to Market) is \$3,378 more than last fiscal year, budget execution is 100.1% with 5 months remaining in the fiscal year
- Admissions are \$24,544 as of January 31st. This is \$5,785 more than last year at this time.
 - Budget is executed at 87.7% compared to 83.1% last fiscal year
 - Last fiscal year generated \$7,789 from February to June – using this as an estimate, the Admissions should surpass \$30,000 easily. Reaching \$32,000 is a real possibility.
- Memberships are \$6,565 or \$277 more than last year at this time
 - Budget executed to 82.1% vs 96.7% last fiscal year
 - Last fiscal year had \$2,270 in memberships from February to June
 - On track to reach the budget amount and potentially exceed it
- Merchandise sales remained at \$2,381 – no change since November
- Donations are \$4,865 compared to \$1,679 last year at this time
 - Budget execution is 74.9% compared to 25.8% last year
 - No change from December
- The PUD Grant for \$18,565 is not being ran through the Museum books
 - This is through the city as they are the owner of the property – per the PUD rules
 - This grant will not show in the County's financial statements/budget
 - First noted in the reports in September

Expense

- Personnel is executing at 51.4%, which is within the straight-line budget expectation
 - The amount is \$1,362 more than last fiscal year
- Grounds maintenance is up to \$5,238 and a budget execution of 69.8%
 - No change since November report
 - The tables purchased early in the year are the reason, this is non-linear and budget will be watched – discussed in prior reports
- Museum Expenses are executing at 79.7%
 - No change since December reports
 - This is primarily due to q purchase for \$419 to get a Square terminal and paper for the terminal – discussed in prior months
- Advertising is up to \$4,581 – executing at 91.6% compared to a 71.4% execution last fiscal year
 - No change since December reports
 - While this is not in line with a straight-line assumption, advertising can be very nonlinear through the fiscal year
 - Very little budget left on this line item so warrants closer scrutiny
- Contracted Services does not have any transactions recorded yet – discussed in prior reports

- No change from prior report
- This is where the projects Loyal is working on will be coded
- The budget was set for using the PUD Grant that is now flowing through The Dalles
- Museum will have a decision to make (discussed in the reports since September)

Overview

The fund is performing well. Total new revenues are \$78,591 while expenses to date are \$39,983. This indicates at this point the fund balance is growing by the difference - \$38,608. While there are some projects being tackled in the spring/summer, as long as the trend in visits from last year continues the fund balance will be increasing.

Museum expenditures

Wasco County

211 MUSEUM
 18 ADMINISTRATION
 5211 MUSEUM OPERATING EXPENDITURES
 51000 PERSONAL SERVICES

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
51571 MUSEUM STAFF	17,292	22,155	21,604	15,313	25,488	26,111
51602 OVERTIME	288	37	0	0	408	400
51701 FICA	1,345	1,698	1,653	1,172	1,981	2,028
51705 WORKERS' COMPENSATION	38	54	32	19	74	49
51721 PERS	1,558	2,557	2,530	1,912	4,431	3,164
51729 HEALTH INSURANCE	7,279	8,156	8,878	6,213	9,592	9,858
51730 DENTAL INSURANCE	681	667	648	420	637	617
51732 LONG TERM DISABILITY	99	117	128	90	135	138
51733 LIFE INSURANCE	27	28	27	18	27	27
Total PERSONAL SERVICES	28,607	35,469	35,500	25,157	42,773	42,392

211 MUSEUM
 18 ADMINISTRATION
 5211 MUSEUM OPERATING EXPENDITURES
 52000 MATERIALS & SERVICES

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
52101 ADVERTISING & PROMOTIONS	5,423	6,292	11,091	5,252	5,000	5,000
52111 DUES & SUBSCRIPTIONS	300	390	100	0	350	350
52116 POSTAGE	425	319	310	275	500	500
52122 TELEPHONE	1,237	1,239	1,247	877	1,250	1,250
52141 SPECIAL EVENTS	298	38	525	919	500	500
52333 MUSEUM EXPENSES	5,858	3,328	2,284	1,671	1,500	1,500
52401 CONTRACTED SERVICES	9,897	2,140	240	0	19,565	20,000
52651 EQUIPMENT - REPAIR & MAINTENANCE	0	0	0	0	500	500
52658 COPIER - LEASE & MAINTENANCE	176	389	1,174	695	500	1,032
52701 TRAINING & EDUCATION	785	0	100	0	1,000	1,000
52801 BLDG REPAIR & MAINT	3,364	1,085	31,314	4,051	6,000	8,000
52808 RENTALS	0	0	0	40-	500	500
52861 MAINTENANCE - GROUNDS	4,113	8,001	8,627	5,588	7,500	7,500
52870 UTILITIES	10,059	10,170	8,903	4,671	10,000	10,000
52942 SUPPLIES - MERCHANDISE	180	310	608	103	100	100
52952 SUPPLIES - MUSEUM	1,987	1,865	2,578	996	2,000	2,000
52971 BOOKS	1,526	1,517	1,608	659	1,300	1,300
Total MATERIALS & SERVICES	45,628	37,083	70,709	25,717	58,065	61,032

Museum expenditures
 Wasco County

211 MUSEUM
 18 ADMINISTRATION
 5211 MUSEUM OPERATING EXPENDITURES
 53000 CAPITAL OUTLAY

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
53111 CAPITAL EXPENDITURES	0	0	0	0	6,500	1,000
53520 ANDERSON HOUSE ROOF	381	2,739	0	95	0	0
Total CAPITAL OUTLAY	381	2,739	0	95	6,500	1,000
Total MUSEUM OPERATING EXPENDITURES	74,616	75,291	106,209	50,969	107,338	104,424
Total ADMINISTRATION	74,616	75,291	106,209	50,969	107,338	104,424

Museum expenditures

Wasco County

211 MUSEUM
 99 NON-DEPARTMENTAL EXPENDITURES
 9211 MUSEUM NON OPERATING EXPENDITURES
 57000 CONTINGENCY

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
57211 CONTINGENCY	0	0	0	0	177,904	196,209
Total CONTINGENCY	0	0	0	0	177,904	196,209

Museum expenditures
Wasco County

211 MUSEUM
99 NON-DEPARTMENTAL EXPENDITURES
9211 MUSEUM NON OPERATING EXPENDITURES
59000 UNAPPROPRIATED

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
59211 UNAPPROPRIATED	0	0	0	0	58,734	76,712
Total UNAPPROPRIATED	0	0	0	0	58,734	76,712
Total MUSEUM NON OPERATING EXPENDITUR	0	0	0	0	236,638	272,921
Total NON-DEPARTMENTAL EXPENDITURES	0	0	0	0	236,638	272,921
Total MUSEUM	74,616	75,291	106,209	50,969	343,976	377,345
Grand Total	74,616	75,291	106,209	50,969	343,976	377,345

Museum resources
Wasco County

211 MUSEUM
00 NON-DEPARTMENTAL RESOURCES
1211 MUSEUM NON OPERATING RESOURCES

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
400 BEGINNING FUND BALANCE						
400.000 BEGINNING FUND BALANCE	0	0	0	83,145	86,483	132,287
400.211 BEGINNING FUND BALANCE	44,603	80,742	99,845	0	0	0
400.900 RESERVED BEGINNING FUND BALANCE	142,775	142,775	142,775	144,828	144,828	143,133
Total BEGINNING FUND BALANCE	187,378	223,517	242,620	227,973	231,311	275,420
417 INVESTMENT EARNINGS						
417.104 INTEREST EARNED	1,991	2,937	4,315	3,748	3,600	4,992
417.107 MARK TO MARKET - UNREALIZED GAIN/LOS	0	1,439-	2,241	273	0	0
Total INVESTMENT EARNINGS	1,991	1,498	6,556	4,021	3,600	4,992
450 TRANSFERS IN						
450.101 TRANSFER FROM GENERAL FUND	17,500	17,500	17,500	17,500	17,500	17,500
450.208 TRANSFER FROM ECONOMIC DEVELOPMEI	0	5,000	5,000	5,000	5,000	5,000
Total TRANSFERS IN	17,500	22,500	22,500	22,500	22,500	22,500
Total MUSEUM NON OPERATING RESOURCES	206,869	247,515	271,676	254,494	257,411	302,912
Total NON-DEPARTMENTAL RESOURCES	206,869	247,515	271,676	254,494	257,411	302,912

Museum resources
Wasco County

211 MUSEUM
18 ADMINISTRATION
5211 MUSEUM OPERATING REVENUES

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
411 LICENSES FEES & PERMITS						
411.129 ADMISSIONS	18,452	22,827	26,548	24,544	28,000	32,544
411.136 MERCHANDISE SALES	3,389	2,400	3,340	2,381	3,000	3,400
411.191 MEMBERSHIPS	5,437	8,301	8,558	7,095	8,000	9,000
Total LICENSES FEES & PERMITS	27,278	33,528	38,446	34,020	39,000	44,944
412 INTERGOV'T REV - NON SINGLE AUDIT						
412.676 DALLES CITY-MUSEUMS	23,958	24,375	18,750	15,000	22,500	22,500
412.681 STATE GRANT/REIMBURSEMENT	35,000	0	0	0	0	0
Total INTERGOV'T REV - NON SINGLE AUDIT	58,958	24,375	18,750	15,000	22,500	22,500
414 CHARGES FOR SERVICES						
414.313 N WASCO PUD	0	0	0	0	18,565	0
Total CHARGES FOR SERVICES	0	0	0	0	18,565	0
419 CONTRIBUTIONS & DONATIONS						
419.436 DONATIONS	5,024	12,491	2,787	4,866	6,500	6,500
Total CONTRIBUTIONS & DONATIONS	5,024	12,491	2,787	4,866	6,500	6,500
421 MISCELLANEOUS						
421.241 MISC RECEIPTS	0	0	2,522	1,007	0	0
Total MISCELLANEOUS	0	0	2,522	1,007	0	0
Total MUSEUM OPERATING REVENUES	91,260	70,394	62,505	54,893	86,565	73,944

Museum resources
Wasco County

211 MUSEUM
18 ADMINISTRATION
5212 MARTIN DONATION

<i>Account Number</i>	<i>2017 Actuals</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2020 Revised Budget</i>	<i>2021 Dept Request</i>
419 CONTRIBUTIONS & DONATIONS						
Total CONTRIBUTIONS & DONATIONS	0	0	0	0	0	0
Total MARTIN DONATION	0	0	0	0	0	0
Total ADMINISTRATION	91,260	70,394	62,505	54,893	86,565	73,944
Total MUSEUM	298,129	317,909	334,181	309,387	343,976	376,856
Grand Total	298,129	317,909	334,181	309,387	343,976	376,856