

## AGENDA MUSEUM COMMISSION

March 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  
Sandy Macnab, member of the public

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

AGENDA

FEBRUARY MINUTES

MUSEUM DIRECTOR'S REPORT  
FOUNDATION REPORT  
FINANCIAL REPORTS & 2022 BUDGET  
CAL'S RETIREMENT PARTY BUDGET

**NEW BUSINESS:**

- Review and approval of the Agenda
- February Minutes
- Foundation Report
- Director's Report
- Financial and Treasurer reports
- 2022-2023 Budget & Director Salary
- Opening hours for 2022 season

**OLD BUSINESS:**

- UV Foundation balance- Eric

**NEXT MEETING: April 12th, 2022**



Commission Meeting – March 8, 2022  
Meeting Minutes

Commissioners: Elizabeth Wallis, Traci Griffiths, Mike Wacker, Julie Reynolds, Dawn Rasmussen.

Members of the Public: Mike Middleton - Wasco County Finance, Matthew Klebes - Wasco County Administrative Services Director, Denise Dietrich-Bokum - Foundation Ex-Officio, Cal McDermid - Museum Director, and Sandy MacNab.

The meeting was called to order at 6:02pm by Chair Elizabeth Wallis

### 3. NEW BUSINESS

#### A. Review and Approval of Agenda

Dawn made a motion to approve the agenda as presented, with second from Julie. The motion carried unanimously.

#### B. February Minutes

Elizabeth tabled the February minutes as a draft until she has a chance to review the audio to get the correct information filled in on who made the motion and seconded it.

Other changes to the minutes:

- 1) Julie did have a question about the WCC sign grant mentioned in the February minutes. Denise mentioned that it was not the building – it should be the signs mounted on the jail house bars – right now they are a couple of different shades, so we need to get it closer to the colors of the Surgeon's quarters.
- 2) Another clarification was made about the previous phone bill; it was high because Immense Imagery's bill was assigned to that expense category instead of contracted services. Mike Middleton had noted that and noted at the end of the meeting that has since been fixed. J
- 3) Julie also had a question about the resolving checks – how to record the friendships if it is not designated whether it is a donation or a membership. Julie said it would be easiest to call the person who made the donation and ask them about the proper categorization. Elizabeth indicated that this would be very labor-intensive but this seems to be the only way to resolve it.

#### C. Foundation Report

Denise reported their next meeting is next week. The 115 campaign – the window inserts are now into production – it requires an 8-week lead time. The signs were just received and unboxed, but have not been evaluated. There is no new grant activity. We had 32 volunteer hours. The next KODL Coffee Break is on April 12<sup>th</sup>. The commission should decide, at some point in the future, whether we should support the KODL Coffee Break after Cal's retirement. The vehicle stakeout has no activity. We have one potential new member. The Davises are retiring shortly, so Denise is shouldering the acting treasurer role to assess what is required, and what the difficulties are in order to possibly streamline issues to remove labor intensity. Don't want to dissolve the foundation. Focus for rest of this year is recruitment. Mike Wacker said we should wait until the new director is hired before making a decision on whether to continue the KODL Coffee Break. Elizabeth requested that Cal go to the April Coffee Break as a farewell, and then we put it on hiatus until there is a new director.

#### D. Director's Report

Cal reported that missing a couple of numbers – we didn't have much admissions (\$25), friendship renewals (still needs the numbers) donations (\$10), and will forward volunteer hours. A group of docents sorted through the file cabinets and blue tubs, and set up 5 different categories to scan / label images as time allows. Lynn Wilcox and Mike Wacker evaluated the text panels in the Surgeon's Quarters. Mike updated and created the new text panels. Mike

Wacker and Cal discussed spring planting in the yard. Denise is continuing to the work on new set of panels and photos for the new exhibit of the early days of Fort Dalles as it is an important addition. This will help with crowd control on cruise ship days. The rooms in the Surgeons Quarters are being cleaned in prep for opening in March. Cleaning at the Anderson House has already been completed. Cody has been working in the vehicle building, getting everything ready. The American Empress will be arriving on March 18 and April 1<sup>st</sup>. The museum will be open 9am-5pm on those days. On March 19, there will be a free open house volunteer recruitment day from 10am-4pm – he needs some help with that at possible. Oregon spring break is taking place from March 22-26 so the museum will be open from 10am-5pm. During this week, there will also be a cruise ship stop on Thurs 24 9am-5pm. The museum opens on April 1<sup>st</sup> with an Empress stop from 9am-5pm. Mike Wacker reported the exciting news that we have 2 new volunteers who are master gardeners.

Elizabeth will update website with hours and will recommend that visitors contact the museum to verify.

#### E. Financial and Treasurer Reports

Mike Middleton reported that he is currently working with 2 different Square vendors in discussion. After we on-board the vendor, Mike will provide training to staff. Until this is set up, he offered to help Denise out with getting financial info.

Finances: Good news - pur total resources are about \$22,000 greater than our fully budgeted resources amount. This reflects the fact that the museum actually has been open for part of the season. The season is half-way over – the cruise ships are coming in, so it will grow more. Admissions are up – because last year, we were closed at this time. We received a \$10,000 check from one of the cruise ships, which was recorded in February. This covers the cruises from June onward last year. We need to keep up on billing the ships on a more consistent basis to avoid the big spikes.

He noted that on the personnel expense line item, there is a typo. The correct number is 66.6% of budget, not 62% execution through February. Personnel – we are under our line where we need to be. All other costs are where they need to be. Telephone has been straightened out. Museum is 2\$9,000 ahead of last year at this time. Fiscal picture is improving thanks to being open. How last part of the year depends on how COVID plays out / government response plus our need to try and keep the museum open with the director retiring. Lots of things to juggle right now but we do have a strong financial position.

Denise had a question about things like Bohn Printing Service – she wants to help the incoming director to keep an inventory of what kind of printed materials we have, as well as looking what it costs us. Where do they fall? Are they supplies or contracted services? Mike reported that this would be categorized under the supplies expense category. He offered to gather all the Bohns invoices pulled for the fiscal year and send them to Denise.

Her other comment (general) included a concern about the difficulty working with printer / copier – Elizabeth indicated that this is not a hardware issue; we might need to update the printer drivers. Denise said it is the copying function that is the problem regarding volume. That she will probably go to Staples because she doesn't feel like the copier can handle larger volumes. This starts to get expensive, and the printer is slow at copying. Elizabeth said she would look at it with Denise on Friday.

Elizabeth had a question regarding the fact that we are now at 95% of budget on utilities with only 3 months left in the fiscal year. Mike will investigate this to find out why, and make sure everyone has updated information. It was mentioned that there was an issue with over-watering last year, resulting in several months of exceedingly high water bills.

#### F. 2022-2023 Budget and Director Salary

Elizabeth had already asked Matthew Klebes to discuss planning for next year's budget prior to finding out that Cal is retiring. We don't currently have a treasurer, and Elizabeth relied on Daliea to crunch numbers. We need to get on Mike Middleton's calendar to plan for 2022-2023 fiscal year. Part of that conversation is how we try to hire someone to replace Cal. She indicated that we need to get creative as a group.

We do have some options. One of those options means we put forth a job description and then go into the contingency fund in order to increase what we are able to pay a new person. (This would be a short-term option). Another option is to use this budget cycle to approach the city and county for increased funding to be reflect a higher salary. Another suggestion is to renegotiate our contracts with the cruise ships – they got a great deal and those contracts are really outdated. The museum is currently between a rock and hard place. Many people have approached Elizabeth about with questions about this, but trying to hire someone to do Cal's job is going to be really hard. Cal said he went into this whole process not concerned about the money as it relates to where he's been.

He wants to keep it going and get the right person in there so don't worry about hurting Cal's feelings about this situation.

Matthew added that in reviewing the job description and what the expectations of the commission are, and in looking at Director-level expectations / salary, it may be prudent to go through the job description and update it, then dial it into reflect what we want it the position to entail (job essentials) He suggested that perhaps we look at changing the title to be Museum Coordinator or Museum Manager, which would be more in line with setting the right expectations when we go out for the position. That job description being reviewed by HR would give us some insights on salary range, then he would coordinate with Mike Middleton to go through the budget process to see what the impacts might be. It can reveal whether the salary is on-target or if it requires us to dip into contingency.

Mike Middleton indicated that we don't need to worry about going into contingency as we will have budget savings... since we won't be likely filling the position on the very day that Cal retires, and that means our overall appropriations will likely be under. With next year's budget- yes, there is a contingency that would allow us to increase the salary. We are in the planning process to determine what that contingency would be for the following year, and could increase the salary while lowering the contingency. The revenues we have right now justify a salary increase, especially since we have been increasing the overall contingency amount over the years.

Elizabeth summarized that we could pull some out of contingency from next budget cycle, and Matthew would focus the job description. It sounds like a lot of the financial approvals are back in the county's hands, and if that stays the same, then that is less work for the director, and could justify a decrease in pay.

Denise indicated there is a difference between coordinator (no management) and manager (supervision). Elizabeth will ask the county to review.

Mike Wacker mentioned a concern that last year, there were several times that if Cal hadn't been there, the museum would not have been open. We could be in trouble this year with the cruise ships if we have no staff to open the museum. Elizabeth agreed and emphasized this is another reason to renegotiate the cruise ship contracts. They are a huge part of our income, and we don't want to run them off. At the same time, their schedule is very varied, with not the best communications. Labor laws require us to not ask someone to work 7 days a week. We need to look at the negotiated discounted rates, last-minute changes, and what it takes for us to be open. Julie indicated that the position could be considered not a year-round position, since the museum is closed during the winter. Elizabeth asked the volunteers in the meeting whether there is a reason why we need 3 volunteers on site when the cruise ships are in town. Mike Wacker said it was nice to have 3 – and Julie said we need at least 2. If we have 1 coordinator + 1 volunteer, it turns into a long day. Cal added that in terms of people, you have to have 3 people on cruise ship days because the fact that we are spread out across the street and up the hill from the main building. This makes security and safety difficult. Perhaps we don't open the Anderson House? Maybe we need to get some security cameras to monitor blind spots so we don't need people wandering around? Matthew said this is a very valid discussion, but we do have a tight timeline before Cal's retirement – so we need 1 person, and should focus on them. One of his "asks" to move this forward, that if the commission is supportive of a museum manager title and revising the job description, we need to get this job signed off on by HR ASAP as April is right around the corner. If there is no staff member onsite, everything becomes even more difficult. Next month's meeting is our last one with Cal. The whole hiring process is going to take some time. He wanted to get commission approval on our approach to move forward with the reduction of responsibility, salary increase, and to get it posted to get someone in there ASAP. Julie said it would be great for the commission members to see the job description before it goes out. Mike Middleton pointed out that every job at the county is in a state of evolution, so whatever Matthew and Nicole would come together and put forward, we can tweak it to keep the ball moving. Traci agreed with Mike and wondered about how far we are reaching out to find someone for this position? Are we reaching outside The Dalles? Mike said it will be advertised outside the area but mostly in the Gorge based on the pay. Relocating someone to the area is cost-prohibitive. Nicole would be the one working on this. It depends on the position. If there are specialized museum-focused websites – please let him know and he will communicate to HR.

Denise mentioned the Oregon Museum Association as a possibility, as well as Small Museum Organization as possible places to advertise. She thinks it might take 2-6 months to hire someone. Julie mentioned that perhaps a retired history or retired educators' association might be a good place to advertise. This job will require thinking outside of the box.

We decided to ask Matthew to put the polish on the position, with a 24-hour turnaround of commissioner review so he can get it through the HR process. He had sent the final draft to Elizabeth for her to send out to commissioners.

The specific request is to focus on the BULLET POINT LIST only for primary or secondary. If there are no comments, that means greenlight for getting the position posted.

Elizabeth said she would like to work with Matthew and the county to review then renegotiate the discounted rates, availability, and last-minute changes. This could be an important revenue point to support the new salary. Mike Wacker was concerned about asking for more money while not being open as much. Julie suggested talking to Discovery Center to see how much they are being paid to get an idea of what to charge. Matthew reminded the group that any contract changes would go into effect next season. The contracts have no expiration dates, so that is of concern, but we can still look at that going forward.

Mike Middleton reminded the group that Daliea, Donna, and Mike had renegotiated the rates awhile back. Elizabeth noted that the last documentation she has goes back to 2018, which Mike confirmed. Traci wanted to know the fees – standard is \$8/pp (seniors \$5/pp) and the boats negotiated \$5/pp.

Reminder of Cal's retirement on March 31 at 4-7pm at the Granada – very casual. Snacks will be available, with alcohol for purchase. Everyone has RSVPed so far. Denise is in charge of the planning and is working with Chuck Gomez. Cost is around \$1,000. Denise, Judy, and Elizabeth are running the guest list. Denise said volunteers, board members, and Episcopalians, along with Sherman County are being invited.

#### G. Opening hours for 2022 Season

Cal already talked about opening dates – there is a calendar in Cal's office keeping track of everything. Each volunteer shift is broken into 4 hours and they might not want to stay all day. We don't really have a full crew. This has been a difficult issue for the past few years. With no director, if the museum is open, it may rely on volunteer availability.

Denise had a question about wearing masks now that the mandate is ending so we know what to tell folks. Matthew indicated that the county would be discussing at their management team meeting, and would inform the commission on the county policy.

Another question: volunteers are going to want to know who is running the volunteer schedule. Elizabeth said that for the time being, she will be handling this. Denise suggested a long shot to see if a volunteer might be interested in a part-time position managing the scheduling. Mike Middleton said we could hire a part-time temp position to cover things until we hire someone. He and Matthew can look at that and discuss with Nicole. There will be no personnel expense during that time which gives us the availability to cover this on a temp contract basis. Perhaps we can just ask the volunteers to see if someone wants to do it for a small stipend to bridge this gap. Mike Middleton also suggested sending the job position out to the volunteers to see if someone might be interested in a job.

We need to get the tarps off by the 17<sup>th</sup> – Matthew will talk to his team to get that done.

## 4. OLD BUSINESS

### A. UV Foundation Balance - Eric

Eric was not available to provide an update.

The next meeting is scheduled for April 12th, 2022 at 6pm.

## 6. MEETING ADJOURNMENT

The meeting was adjourned at 7:10pm.

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

Minutes accepted and approved at April 12th Commission Meeting  
~Elizabeth Wallis, Commission President

**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**  
**March 8 2022 DIRECTOR'S REPORT**

**For February 2022 (with a peek into March)**

**Museum Commission Meeting**

A report taken from the daily logs for the month of February 2022:

Ø Admission February \$25.00

Ø Friendship renewals for February:

Ø Donations: \$10.00

Ø Total Volunteer Hours for February:

Ø A group of docents took on the job of sorting through the file cabinets and blue tubs. They established 5 categories and will begin the job of scanning and labeling pictures as time allows.

Ø Lynn Wilcox and Mike Wacker evaluated the text panels in the Surgeon's Quarters and Mike updated and created new text panels.

Ø Mike Wacker and I talked about spring planting in the yard.

Ø Denise is continuing the work on new text panels and photos for new exhibit of the early days of Fort Dalles. This is an important addition as it is visible as bus passengers and guests enter the grounds and will help with crowd control on cruise ship days.

Ø The rooms in the surgeons are being cleaned and readied for the opening in March. Cleaning at the Anderson House has been completed.

Ø Cody has been working in the Vehicle Building getting ready for opening

**Ø The American Empress is scheduled for March 18 and April 1. The Museum will be opened 9am-5pm**

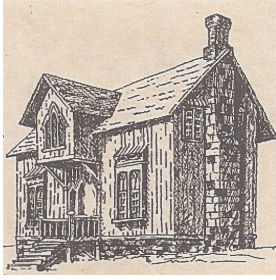
Ø On March 19 there will be a **Free Open House/Volunteer Recruitment Day** at the Museum. Hours will be from 10am-4pm. **Need some help with this!**

Ø **Oregon Spring Break** is coming up and we will be **open Tuesday March 22 through March 26. Hours will be 10-5. During this week there will also be an Empress Cruise Ship stop on Thursday the 24<sup>th</sup> 9 am-5 pm.**

Ø **The Museum re-opens on April 1 with an Empress stop. 9am-5pm**

Cal McDermid, Museum Director  
Fort Dalles Museum and Anderson Homestead  
500 W. 15<sup>th</sup> Street – The Dalles, OR 97058  
541-296-4547





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

**FDMAH Monthly Report**  
**March 2022**

**Fundraising/Projects**

\$115 Campaign: Window inserts installed. Looking for a solution for the remaining windows.

WCCT Sign Grant: Interpretative signs delivered, not yet installed.

**Financial/Grants**

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

**Volunteer**

Volunteer Hours (Museum support) for March were 48.0, est value (48 x \$20) \$960.

**PR/Marketing/Promotion**

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

**Other**

The Davis' retired. They were founding members and Dennis Davis has been treasurer since 2010. During the meeting we voted to change responsibilities. Denise Dietrich Bokum will be President and Secretary; Randy Kaatz will be treasurer. We have identified 3 potential members. Our primary focus is to develop online systems for banking and documentation and to recruit new members for the board in 2022.

There are no plans to have a fundraiser until we have more members and can discuss strategic direction with the Museum Commission. We had an interesting discussion about having recorded Museum tours (using the CLIO app for cell phones). There is a walking tour of The Dalles that has used a similar app. This is the 3<sup>rd</sup> time that a discussion/suggestion has been made about video and or recordings, so it might be a good time to initiate some discussion or brainstorming. There are many advantages such as: minimizing the need for volunteers and attracting a younger generation.

Submitted,  
Denise Dietrich-Bokum  
04/08/2022

## March 2022 Museum Financial Report

		FY22		FY22		FY22 -		FY22 /	
		Budget	FY22 Actual	FY21 Actual	Actual -	Budget	FY22 -	FY22 /	FY21 %
					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	827	1,511	(1,573)	34%	(684)	55%	
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	16,875	16,875	(18,125)	48%	-	100%	
<b>Total Nonoperational</b>		<b>266,668</b>	<b>279,737</b>	<b>280,667</b>	<b>13,069</b>	<b>105%</b>	<b>(929)</b>	<b>100%</b>	
<b>Operating Revenue</b>									
Admissions	411150	5,000	21,679	1,668	16,679	434%	20,011	1200%	
Memberships	411345	3,000	270	2,980	(2,730)	9%	(2,710)	-91%	
Merchandise	411220	200	301	143	101	151%	158	111%	
Donations	419100	2,500	3,131	3,795	631	125%	(664)	-17%	
<b>Total Operational</b>		<b>10,700</b>	<b>25,381</b>	<b>8,586</b>	<b>14,681</b>	<b>237%</b>	<b>16,795</b>	<b>296%</b>	
<b>Total Revenues</b>		<b>277,368</b>	<b>305,119</b>	<b>289,253</b>	<b>27,751</b>	<b>110%</b>	<b>15,866</b>	<b>105%</b>	
<b>Expense:</b>									
<b>Operational</b>									
Personnel	51	42,520	33,750	30,170	(8,770)	79%	3,580	12%	
Advertising & Promotion	521100	2,000	1,222	4,597	(778)	61%	(3,375)	-73%	
Postage	521125	500	232	110	(268)	46%	122	111%	
Contracted Services	521500	30,000	403	16,185	(29,598)	1%	(15,782)	-98%	
Telephone	522100	1,250	1,025	905	(225)	82%	120	13%	
Utilities	522115	6,000	6,074	3,896	74	101%	2,178	56%	
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	14,066	(3,578)	28%	(12,644)	-90%	
R&M Grounds	525145	5,000	2,946	3,195	(2,054)	59%	(249)	-8%	
Supplies	526100	2,000	1,970	295	(30)	98%	1,675	568%	
Books	526190	-	515	-	515	#DIV/0!	515	0%	
Equipment-Copier	527125	1,032	763	727	(269)	74%	36	5%	
<b>Total Operational</b>		<b>96,302</b>	<b>50,522</b>	<b>74,351</b>	<b>(45,780)</b>	<b>52%</b>	<b>(23,829)</b>	<b>-32%</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>254,597</b>	<b>214,902</b>	<b>254,597</b>		<b>39,695</b>	<b>18%</b>	

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

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 98<sup>th</sup> fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 75.0%.

### Revenues:

- Total Resources (Revenues) are \$27,751 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 now passing the three-quarters mark – 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
    - March recorded \$2,304 in admissions revenue
    - If April – June could average \$2,775 Admissions would exceed \$30K
  - 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 79% execution, straight-line is 75.0% which is within expectations when the adjusted pay matrix is considered
- Better position on budget execution than last month
- With the retirement of the Director, this will improve financially
- Operational costs are executing at 52% vs the straight-line rate of 75.0% 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 \$39,695 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.

## Cal's Retirement Party Update

Below is an update on Cal's Retirement Party.

- Thursday, March 31, 2022 at the Granada Theatre, 4 pm to 7 pm.
- 5 appetizers plus dessert and soft drinks provided. Cash bar.
- At the Centerpiece Table we will have: a "museum themed" Centerpiece donated by Claudia Leash at Sigman's Flowers, a poster board type card for all attendees to sign, basket for cards and small gifts, friendship and volunteer applications and Foundation applications.
- Mike set up. Short speeches to be given by Elizabeth Wallis, Matthew Klebes (or other county, not yet determined), Cal McDermid and then "open mike" for a few minutes for those who wish to say something.
- Gift: we are purchasing (please donate) a 12 outing "dinner and a movie" certificate from the Granada. Denise is purchasing and asking to be reimbursed. If we get more than needed, we will purchase a gift cert to another local business, gas cards or cat food so he can feed his kitties at home.
- The Museum is closed that day so that all can attend.
- We have a list of invitees and several people are involved in contacting those persons.
- We hope to have a "body count" by end of next week so that we can firm up food and final cost.
- Tentative cost for 50 people, 5 appetizers is \$750. However, we have added dessert and may have a few more than 50.
- At this point, no slide show is planned. If anyone has the talent or time to put one together, let Denise know & you can coordinate with Chuck Gamez at the Granada.
- Note: floors at the Granada are "sloped" since it is a theatre. There may be some who have difficulty navigating the slope carrying food and drinks. We ask that commissioners and other involved persons be aware and assist as needed.