

AGENDA  
MUSEUM COMMISSION  
March 14th, 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, Museum Coordinator  
Ali Postlewait, Wasco County Administrator  
Susan Buce, Museum Registrar, Columbia Gorge Discovery Center and Museum

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

AGENDA

~~FEBRUARY MINUTES (LOST)~~

FOUNDATION REPORT  
FINANCIAL REPORTS  
MUSEUM COORDINATOR REPORT  
ACCESSION POLICY  
EVENT RENTAL POLICY  
NAGPRA STATEMENT  
“SETTLER PRIVILEGES”

**OLD BUSINESS:**

- Review and approval of the Agenda (**vote**)
- ~~February Minutes (**vote**)~~
  - Payment from the Empress -moving ahead with 2023

**NEW BUSINESS:**

- Financial Reports
- Foundation Report
  - Cultural Trust check (Julie)
- Museum Coordinator Report
- Accession policy ( Paulette)
- Event Rental Policy (Crystal)
- Update from the Building Committee (Eric and Traci)
- NAGPRA update (Sue Buce)
- “Settler privileges” (Crystal)
- Strategic Planning (Dawn)

**NEXT MEETING: April 11th, 2023**



Commission Meeting – March 14, 2023  
Meeting Minutes

## 1. ROLL CALL

Commissioners Present: Elizabeth Wallis, Paulette Brook, Traci Griffiths, Dawn Rasmussen, Julie Reynolds, and Mike Wacker.

Staff: Crystal Davis-Ross, Museum Coordinator

Members of the Public: Mike Middleton, Wasco County Finance and Ali Postlewait, Wasco County Administrative Services Director, and Denise Dietrich-Bokum (Foundation Ex-Officio), Susan Buce, Discovery Center

## 2. CALL TO ORDER

The meeting was called to order at 6:04pm by Chair Elizabeth Wallis.

## 3. OLD BUSINESS

### A. Review and Approval of Agenda

Mike Wacker made a motion to approve the agenda, with Traci Griffiths seconding. The motion was passed unanimously.

### B. Approval of February 2023 Minutes

The minutes were lost unfortunately, and are not available for reference or voting.

## 4. NEW BUSINESS

### C. Financial Report (Mike)

As of the end of February, the total resources coming in are at \$36,000-37,000 for fiscal year- which is good. Primary revenues are either at or above the straight-line execution rate of 2/3. He did make a change to break out admissions and cruise ship revenues to see them on separate lines for future financial report reference. The beginning fund balance started the year at \$32,000 and interest rates are still up, which is pushing that up from original budgeted projections.

Wasco County and City of The Dalles have already made their scheduled payments; personnel costs are 57% which since we are at 66% through the year, that puts us ahead of the curve. Operating costs are executing at 40%, which is well below the straight-line projections.

In summary, the museum is positioned for a strong finish to the fiscal year. We already have 100% of projected revenues, and everything else is coming to the bottom line to fill the rest in. We are in a really good place. Admissions are on track. Right now, the ending balance will probably increase to around \$35,000.

Denise asked about the accuracy of the cruise ship transactions; they seemed a little low to her. Mike reported that if they were not tagged as cruise ship admissions, they didn't get recorded as cruise ship revenues, so that means this could be somewhat not accurate. We can make changes in the future, but still things add up. Denise was still concerned as the American Cruise Line is not showing that the 4 ships coming through each week are not stopping in The Dalles. This could impact our budget, but Elizabeth mentioned that there was a plan in place to deal with this. Elizabeth indicated that when she, Crystal, and Mike met to plan the budget, they had already taken into account that we would not have those revenues. We hope to make that up via some event revenue.

Julie was concerned about having money available for an honorarium for elders who come to view the collection. Mike indicated that the budget had to be created according to local budget law that included appropriations that will allow us to have that available (vs. line items), using contracted services as the fiscal code. Usually, honorariums for small organizations like ours are not budget-busters, he added.

Crystal asked (via Zoom chat) whether the last 3 checks of 2022 from Empress boat had been received. Mike indicated that the checks have been sent according to Will, the cruise line contact.

Paulette asked Crystal whether she knew that the breakroom project got brought up to the county. The facilities guy came up and said nothing could be changed as it required building construction, and that is not an option.

#### D. Foundation Report (Denise)

They are having their meeting the following week on March 20th. Crystal had requested that the signs get mounted, which requires some sanding and re-staining the wood which is weathered badly. Due to weather, this is on hold until all the temp warms and skies clear up. Currently, they are also looking at potential grants for application; also interested in reviewing museum projects. Crystal mentioned one project (climate monitors for the museum), but this doesn't look to be a significant enough sum to warrant applying for a grant. Denise also mentioned that the honorarium could be paid for by the Foundation.

Crystal said that grant funders love preservation, even if it is a smaller amount, they might approve it, and it would be worth going after. Denise said she would check with a few folks regarding grants.

Susan indicated that they have a set of monitoring devices loaned out by the Oregon Heritage Commission, which are specifically loaned out to museums. She offered them to the Museum to be borrowed until we get another plan in place. Denise said she would stop in to the Discovery Center to pick them up.

#### E. NAGPRA Update (Susan Buce)

Susan had drafted a letter for us regarding NAGPRA. Elizabeth mentioned that Susan was concerned that she is acting on our behalf with a federal agency, and she wanted the Commission to be aware of that. She also complimented Susan on the letter she wrote.

Julie said that in talking with Eric, some of the work involved means going through the minutes to find out where some of the donations came from. So far, the minutes only reflected vague descriptions. Susan concurred that this "bread crumb trail" has been a challenge to assemble. She has some documentation (photocopies) for 4 people who have donated things to the museum but the item descriptions were extremely vague and not really helpful. The county has some of the original cards, and it is a 100% match with the photocopies. Perhaps the minutes might flesh out more as we get through them. The majority items reviewed in Feb/March were items that the catalog cards from the WinQuatt collection specifically mentioned that they were from Memaloose Island and qualified as ceremonial objections. Currently, Susan has submitted a NAGPRA inventory, and noticed specifically human remains. One of the sets that falls under the control of the museum commission was donated by Walter Kinnersley; the other one did not have a name associated with it. Susan wanted to see any reference of bones being donated or things from Memaloose Island or grave islands. The documentation was very sketchy so far. The primary donors that Susan saw repeatedly were Juliette Aldrich, AL Cates (Sudd), Rosa Shackelford, and W. Kindersly. Susan asked for any details on those people that could help her with her project.

Julie asked about things that have been called grave markers or carvings. Susan said that there is a fairly high certainty that they are grave markers. It is very faint and hard to read. We have a 47" long x 10.5" wide carving that looks very similar to Memaloose, and she has submitted it to tribal review. They suspect it is a burial item. She said a couple of months ago, her library brought her a photocopy of pages from a book published in 1930 which had a photo of that exact item and it was labeled as a burial item.

Elizabeth asked whether the burial markers at the museum that we have currently remain at the museum or be added to the WinQuatt Collection. Susan requested not to complicate the process. They are the Museum's items, and Susan offered to mentor us through this process. The NAGPRA website is fairly vague about the process, and she is still learning about how to do this. Susan suggested that Crystal gather as much history as possible; we have more than just 2 items that are Native American. We need to determine whether it was a gift from Native Americans, or if there is any question whether it is a grave site acquisition, then this is a red flag.

Mike thanked Susan for her efforts on our behalf. Susan said she started this process when Cal was with the museum.

The tribes have reviewed everything we have submitted to them. We are still waiting to hear about the non-human remains and associated objects (funeral and ceremonial) as the tribal elders are still being consulted. Ceremonial items are not supposed to be in Museum possession.

#### F. Cultural Trust Check (Julie)

Julie let the group know that when she had written a grant to the Wasco County Cultural Trust, she ran it past the County and they had discussed that the money would be sequestered for the project under the Museum's name. The check, however, was put under the Foundation's, and there was some expression that the County would just take the money. Denise said that was probably because of a grant written 2 years ago. Julie wanted to know how to deposit / manage this money. Mike advised that she can follow up with the Trust to see how they want it handled, and then keep County staff advised on that decision and document it. Julie had another question about how some of the money was to be used for hard stuff and the other part for service; Mike told her to send an invoice and a check would be cut.

#### G. Museum Coordinator Report (Crystal)

We have completed all lighting in all the cases. She did have lights for the Sorosis desk that can be installed in the coming week. We open on March 22 (Wed), and will be on both local radio stations, doing PSAs to the newspapers, and we are offering two free days to the public (March 26 and April 1). We are going to have a booth at the Cherry Festival on Saturday, April 22<sup>nd</sup> from 9am-5pm, and need volunteers to open the booth and also the museum, since that will be open. She is still working on getting a vehicle in the parade but has no horses or drivers currently. She is going to Plan B for an antique car. Per the Foundation's earlier discussion, she is moving forward with case monitors (12 at \$155 ea). Julie has started the film of the upstairs in the Surgeon's Quarters, and she will get that to

Roger to narrate it. Then, we then set up a monitor so people can have access to the upstairs for people who can't go up; same for Anderson House.

Mike also mentioned the school kids who came the previous week. Crystal mentioned that 18 2<sup>nd</sup> and 3<sup>rd</sup> graders came to visit the Museum as a reward for their accomplishments. The kids had a choice of rewards but chose the Museum. Elizabeth mentioned that this should be an article in the next month's newsletter. Ali also brought up how the city police worked with the Museum regarding parking for buses using orange cones so they could pull in against the curb.

Dawn asked whether there have been any other issues with neighborhood children causing issues at the site. Eric put up a chain across the Anderson House steps and boarded up the broken window. Last week, Crystal ordered (at Elizabeth's suggestion) some faux cameras and signs indicating video surveillance.

Julie commented about the Cherry Festival booth; she has pulled together 3 different era songs to be performed at the booth by folks wearing period dress. She is busy recruiting singers, as well as some others that might play instruments.

#### H. Accession Policy (Paulette)

Paulette and Elizabeth have been working on this. The policy would be that once the Commission is on board, then it goes to the County for their approval, as it affects the items that we acquire and dispose of which are county property.

Paulette identified some areas that still need to be addressed, including incidents of volunteers dismantling exhibits because they did not like them. She suggested that we put something into our bylaws about that, and then integrate that language into the volunteer manual. She also said that we need to determine when we are talking about Museum personnel who are authorized to work with accessions and deaccessions. We have multiple positions currently that are handling this, and Paulette requested that the Commission determine specifically what those positions are.

There are also some typos in the document language that need to be cleaned up.

Paulette also brought up the template which is referenced on Pg. 10 where deaccessions having an estimated value of >\$2,500+ must be approved by the Museum Commission. She said that this is an arbitrary number; we can decide whatever number we want. There is no state requirement on this. If the item is under the value that we chose, we can choose to dispose of it by trading it to another nonprofit entity (i.e., museum), sell it, or we can toss it. If its value is above that amount, then it has to go to auction sale if the commission opts to sell it.

Paulette urged the Commission to read the proposed policy closely and be sure to send her any questions / feedback. She is hoping to have the document ready for approval by next month's Commission meeting.

Elizabeth clarified what Paulette needed from the Commission; she replied that we need to decide on who has ownership of titles/roles of people making accessioning / deaccessioning decisions. It was discussed that this will include a board-appointed Commission member, museum coordinator / director, and curator.

Julie also praised the part of the policy that stated that if something is deaccessioned, it cannot go to anyone connected to the Museum or Commission. This also includes if the item comes up for sale. Paulette said it would be difficult to police this, but it was mentioned that we have never gotten rid of anything.

Paulette will also draft language for dismantling of exhibits and will present it to the Commission as part of the document.

#### I. Event Rental Policy (Crystal)

Crystal and Elizabeth worked on the policy to make it shorter and more comprehensive for people to understand. Because of some feedback from the County, it was suggested that we make all events alcohol-free except for a champagne toast.

Mike said we need someone to pour (licensed bartender) for the champagne toast – Crystal is licensed to do this.

Julie had questions about rental rates: she said we had the pricing backwards and needed to make it less per hour for longer duration rentals. Traci and Dawn both said they thought the minimum should be \$150. We already have a curfew at 10pm so that does limit the event timelines. Dawn mentioned we should have liability coverage for Crystal if she is serving. Ali said she could check with the county insurance. Crystal said if we have to have specific insurance to cover the event regarding serving alcohol, then we should not serve alcohol.

Paulette wanted to know if the cleaning deposit is refundable if the renting party cleans up after themselves. This was mentioned as not being very clear in the rental policy.

Elizabeth said she wants to cash cleaning deposits instead of holding the checks just in case the parties disappear, stop payment, or don't clean up. Mike said that was fine.



In recap, we need to highlight the refundability of the deposit check, and Dawn indicated that the rental agreement needed to be cleaned up and made to look more professional.

Dawn also mentioned that we should also replace the reference to “police man” to “police officer”- and Julie pointed out to the last part of the agreement should be changed to say “hold harmless AND indemnify.”

Mike wanted more firm language that more clearly states the reasons that would trigger the Museum to cancel an event.

Paulette provided some feedback on the policy’s mission statement listed on the front of the policy, and made the suggestion to have it state instead:

“Fort Dalles and Anderson House are dedicated to the preservation, conservation, education, and interpretation of the military, architectural, agricultural, technological, and diverse cultural history that is unique to Wasco County.”

Mike asked if we had plans to publicize renting out the Museum as an event space, and Elizabeth confirmed this as a way to make up our lost cruise ship revenue.

#### J. Update From the Building Committee (Eric and Traci)

Traci, Eric, and Randy (from the Foundation) met to discuss including viewing the initial building design renderings. They said that the best plan would be to expand the current vehicle building forward, and potentially add a second level. Because of where it sits, the ground is more level and that means that we have more potential to do something with that building. Eric met with a surveyor who came out photographed and measured the site in preparation of creating more detailed drawings, but Crystal said that they were looking at the carriage building, not the vehicle building.

Mike reiterated his concern that we do not own the cars, which Elizabeth echoed. This could complicate things, as we are making plans for vehicles we don’t own. Elizabeth thought we were going to take care of the wagons instead, and mentioned that she is interested in what the surveyor will report and the building committee’s update at the April meeting.

#### K. “Settler privileges” (Crystal)

A discussion followed about a proposed posting for the Museum that outlined what settler privileges looked like. The Commission unanimously decided that this was entirely too off-putting and confrontational to be posted.

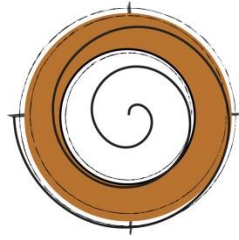


The next meeting is scheduled for April 11, 2023 at 6pm.

## 6. MEETING ADJOURNMENT

The meeting was adjourned at 7:28 pm.

Respectfully submitted,  
Dawn Rasmussen  
Fort Dalles Museum Board Secretary  
March 22, 2023



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March 1, 2023

Elizabeth Wallis, President  
Wasco County Dalles City Museum Commission  
c/o Fort Dalles Museum  
500 W. 15<sup>th</sup> St.  
The Dalles, Oregon 97058

To the Members of the Museum Commission,

I would like to update you with where we stand in the process of complying with implementation of Section 5 of the Native American Graves Protection and Repatriation Act (NAGPRA).

#### BACKGROUND BRIEF

The Winquatt Museum collection, is owned and controlled by the Wasco County/Dalles City Museum Commission. Included with that collection were several items identified as objects taken from Memaloose Island and other burial sites in the area used by local Native Americans. The Winquatt Museum, owned and operated by the Wasco County/Dalles City Museum Commission, was located at the old Seufert Cannery. The museum closed in 1973 when the lease expired with the U.S. Army Corps of Engineers and the collection was placed in storage. During the time the collection was in storage, the Native American Graves Protection and Repatriation Act (NAGPRA) Public Law 101-601 was passed by Congress on November 16, 1990, requiring repatriation of Native American human remains, as well as funerary and ceremonial goods. The Winquatt Collection was brought to the Columbia Gorge Discovery Center in late 2000, early 2001 for storage. A long-term loan agreement was signed between the two organizations on November, 2000. The agreement was updated and made current on October 15, 2020. During a full inventory of museum objects in 2020, Susan Buce, Museum Registrar became aware that Columbia Gorge Discovery Center still had objects in the museum's care from the Winquatt Collection that qualified for NAGPRA. The process was begun of documenting the objects and contacting the national NAGPRA office and tribal representatives.

#### TRIBAL REVIEW

Tribal consultation was conducted on February 8-9, 2022 during a site visit at Columbia Gorge Discovery Center and Museum (CGDC), reviewing human remains with associated funerary items and non-associated funerary or ceremonial objects.

Participants during the consultation held February 8, 2022, included: Christian Nauer, Cultural Resources Manager, Confederated Tribes of the Warm Springs Reservation of Oregon: including the Wasco, Paiute, and Warm Springs people, Mars Galloway, Archaeologist, Confederated Tribes of the Warm Springs Reservation of Oregon; Kate Valdez, Tribal Historic Preservation Officer, Confederated Tribes and Bands of the Yakama Nation: including Klickitat, Palouse, Walla Walla, Wanapam, Wenatchi, Wishram and Yakama people; Eric Gleason, archaeologist and Vice-President of Wasco County/Dalles City Museum Commission (owners of the Winquatt Collection); Jacqueline Cheung, archaeologist; and Susan Buce, Museum Registrar, Columbia Gorge Discovery Center and Museum. Attending the consultation via Zoom included Jennifer Karson Engum, Cultural Anthropologist NAGPRA Coordinator, Confederated Tribes of the Umatilla Indian Reservation: including Umatilla, Cayuse, and Walla Walla people and Dara Williams-Worden, Oral History/NAGPRA Assistant, Confederated Tribes of the Umatilla Indian Reservation.

Participants during the consultation on February 9 included: Mars Galloway (Warm Springs), Kate Valdez (Yakama), Eric Gleason, Susan Buce, and via Zoom with Jennifer Karson Engum and Dara Williams-Worden.

The tribal consultants asked for some items to be re-photographed. The new images were submitted to them September of 2022. At of this date they are still consulting with tribal elders on some of those non-associated funerary and ceremonial items and have not yet given me a completed report. When the report is received I will proceed with submitting the inventory of non-associated funerary and ceremonial items to NAGPRA.

Of the approximately 70 items reviewed, two were human remains from the Winquatt collection.

It was the recommendation of the tribal representatives at the conclusion of the February consultation that we have the human remains examined by Lourdes Hanebry DeLeon, Department of Anthropology NAGPRA Project Director, Central Washington University. Lourdes conducted an on-site review on March 3, 2022 with Kate Valdez (Yakama) present. The report on the human remains was submitted to me by Kate Valdez ten months later, on 1/3/2023.

On February 21, 2023, I submitted the NAGPRA inventory of human remains to my contact, Mariah Soriano at the National NAGPRA program. During my email exchanges with Mariah, she clarified that the declaration they require in the inventory and notice which states “Human Remains and Associated Funerary Objects in the Possession or Control of...” must be listed under the name of the Wasco County/Dalles City Museum Commission. Just because the remains are physically located at Columbia Gorge Discovery Center and in our care, the document must be submitted as originating from the controlling entity. Mariah informed me I could submit my name as the agent correspondent. She asked me about my process for updating the Museum Commission. I replied I was in regular contact with Eric Gleason, Vice-President of the WCCD Museum Commission.

On February 27, 2023 I submitted the draft Notice of Inventory Completion for the two sets of human remains from the Winquatt Museum to the National NAGPRA Program [nagpra\\_info@nps.gov](mailto:nagpra_info@nps.gov). I received an e-mail is to confirm receipt of the draft Notice of Inventory Completion. The tracking ID number is N4798 (Wasco County/Dalles City Museum Commission); please reference this number in all future correspondence. I was told the draft notice will be reviewed and returned to me for final approval within 90 days. Any questions/clarifications will be addressed to me. Once the draft notice receives final approval, it can take an additional 30-60 days to publish in the Federal Register. The inventory they have on file can be found here: <https://grantsdev.cr.nps.gov/NagpraPublic/Home/Inventory>. Once published in the Federal Register, the tribes can make request for repatriation. I have indicated in the documentation that both Yakama and Warm Springs are affiliated with remains coming from Memaloose Island or burial sites along the Columbia.

I might make note that I am using the name of “Wasco County/Dalles City Museum Commission” on the NAGPRA documentation. During the time I was on the museum commission, I was informed that is the legal name for the organization, and historically is the name that was used at the beginning of the commission’s existence. It is also the name on the legal loan document signed by both our organizations in October 2020. I just wanted to clarify that distinction, since I noted you use the term “Fort Dalles Museum Commission” on your agenda and the county’s website.

I appreciate your time in reviewing this update.

Sincerely,



Susan Buce, Museum Registrar  
Columbia Gorge Discovery Center and Museum  
5000 Discovery Drive  
The Dalles, Oregon 97058  
[collections@gorgediscovery.org](mailto:collections@gorgediscovery.org)  
Cell: 541-296-3202

## Coordinator's March report 2023

We have completed lighting all the cases in the Museum

Have 2 FREE days planned Sunday, March 26 and Saturday, April 1. This will hopefully bring in more local and Columbia Gorge visitors. I will do radio spots and PSA to promote.

We are planning to have a booth at the Cherry Festival on Saturday, April 22. Our booth will be located in the Discounts plus parking lot. We will be there 9-5. Anyone that would like to come help with the booth let me know.

We will also have the Museum open that day so we need a couple of people here too.

### Thoughts for Cherry Festival

We will have volunteer applications, brochures, Stickers to give away, what else can we do that will get people's attention?

Mystery objects they can guess what it is and win a free admission? Ideas and suggestions welcome

We have asked the foundation to write a grant for Case monitors ( 12 @ \$155.00 each) this will help us determine the climate in the cases to make sure we have the appropriate care of the items.

We are creating a film of the upstairs in the Surgeons Quarters and the Anderson House. This will provide access for those visitors that cannot climb stairs. We will have a television placed where the brochure racks are currently for viewing.

We have reworked the rental policy and application awaiting approval

## Notes for Museum Financial Statements as of February 28<sup>th</sup>, 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 8<sup>th</sup> fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 66.6%.

### Revenues:

- Total Resources (Revenues) are \$36,755 greater than last fiscal year at this time
  - Primary revenues are all at or well above the straight-line execution rate of 66.6%
    - Admissions have been split out with regular and cruise ship;
      - Even with this change, Admissions are at 90% of budget (only under by \$2,541 but cruise ships are \$5,106
      - Still ahead of last year by \$8,190
    - Memberships are executing at 129% or \$3,880
    - Operating revenues are executing at 115% overall
    - This means the Museum past the budgeted revenue. Admissions are over 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
- 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 57% due to staffing.
- Operational costs are executing at 40% vs the straight-line rate of 66.6% 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 February (no change from 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 \$35,005 at this point.

## February 2023 Museum Financial Report

		FY23		FY23		FY23 -		FY23 /	
		Budget	FY23 Actual	FY22 Actual	Actual - Budget	Budget	FY22	FY22	FY22 %
<b>Revenues:</b>									
<b>Nonoperation Revenues</b>									
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	799	2,068	238%	2,768	446%	
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	15,000	15,000	(7,500)	67%	-	100%	
<b>Total Nonoperational</b>		<b>280,885</b>	<b>300,345</b>	<b>277,835</b>	<b>19,460</b>	<b>107%</b>	<b>22,510</b>	<b>108%</b>	
<b>Operating Revenue</b>									
Admissions	411150	25,000	22,459	19,375	(2,541)	90%	3,084	16%	
Admissions - Cruise Ships	411151	-	5,106	-	5,106	#DIV/0!	5,106	0%	
Memberships	411345	3,000	3,880	270	880	129%	3,610	1337%	
Merchandise	411220	2,000	981	301	(1,019)	49%	680	226%	
Donations	419100	2,500	4,896	3,131	2,396	196%	1,765	56%	
<b>Total Operational</b>		<b>32,500</b>	<b>37,322</b>	<b>23,077</b>	<b>4,822</b>	<b>115%</b>	<b>14,244</b>	<b>162%</b>	
<b>Total Revenues</b>		<b>313,385</b>	<b>337,667</b>	<b>300,912</b>	<b>24,282</b>	<b>108%</b>	<b>36,755</b>	<b>112%</b>	
<b>Expense:</b>									
<b>Operational</b>									
Personnel	51	56,137	31,989	30,056	(24,148)	57%	1,933	6%	
Advertising & Promotion	521100	5,000	1,641	1,222	(3,359)	33%	419	34%	
Postage	521125	500	193	232	(307)	39%	(39)	-17%	
Contracted Services	521500	30,000	2,895	403	(27,106)	10%	2,492	619%	
Telephone	522100	1,400	669	815	(731)	48%	(146)	-18%	
Utilities	522115	7,000	3,401	5,821	(3,599)	49%	(2,420)	-42%	
Meals, Lodging & Registration	523500	1,000	819	-	(181)	82%	819	0%	
R&M Equipment	525115	500	92	200	(408)	18%	(108)	-54%	
R&M Buildings	525130	5,000	575	1,422	(4,425)	11%	(847)	-60%	
R&M Grounds	525145	5,000	700	2,246	(4,300)	14%	(1,546)	-69%	
Supplies	526100	4,500	2,827	1,264	(1,673)	63%	1,563	124%	
Books	526190	-	760	515	760	#DIV/0!	245	48%	
Equipment-Copier	527125	1,032	-	615	(1,032)	0%	(615)	-100%	
<b>Total Operational</b>		<b>117,069</b>	<b>46,560</b>	<b>44,811</b>	<b>(70,509)</b>	<b>40%</b>	<b>1,749</b>	<b>4%</b>	
<b>Capital</b>									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%	
		18,000	-	-	(18,000)	0%	-	0%	
<b>Contingency</b>									
Contingency	570000	178,316	-	-	(178,316)	0%	-	0%	
		178,316	-	-	(178,316)	0%	-	0%	
<b>Gain/(Loss)</b>		<b>-</b>	<b>291,106</b>	<b>256,101</b>	<b>291,106</b>		<b>35,005</b>	<b>14%</b>	

## 4.3 Policy & Procedure

### **4.3.A Collections Acquisitions**

Objects will be accepted or otherwise acquired for the Fort Dalles Museum's collections according to the following conditions:

**4.3.A.1** Objects must be relevant to and consistent with the mission statement, and the purposes and activities of the Fort Dalles Museum.

The purpose of the accessioned collection is to collect and preserve the history of the City of The Dalles/ Wasco County; specifically, and limited to:

- (1) the period of time before First Peoples interacted with settlers;
- (2) 1850-1920, with a preference on the military history of Fort Dalles, pioneer and homesteading activities in the area, the Sorosis Club of The Dalles, and;
- (3) the years that pertain to the construction, completion, and impact of The Dalles Dam o Celilo Falls and those who relied upon the falls, for their physical and cultural sustenance, and for the education, recreation and cultural enrichment of visitors.

**4.3.A.2** Objects collected for the Museum will be designated for use in either the "accessioned" (i.e. Permanent) or "non accessioned" (i.e. Education or Exhibit Prop) collections when they are accepted by the Museum. If an object is accepted as "non accessioned," it will so state on the Deed of Gift. Objects suitable for the non accessioned collections shall be multiples of objects in the accessioned collection, reproductions or replicas, or those intended for study, use as exhibit props, or those lacking in relevant provenance.,. Objects designated for the non accessioned collections will be those assessed at the sole discretion of museum staff to be of no potential value to the accessioned collection of other nonprofit Museums and/or similar cultural institutions.

**4.3.A.3** Authority to evaluate and approve a potential acquisition / accession shall be vested in the Curator of Collections, the Museum Commission, and/or the Executive Director (as appropriate).



**4.3.A.4** Objects in the accessioned collection shall have permanence in the collections so long as they retain their physical integrity, identity, authenticity, and usefulness to the Museum.

**4.3.A.5** While the Museum makes no specific warranties to transferors of the future care and preservation of objects donated, it will endeavor to provide the highest practices of due care, specifically: preventative conservation, storage, handling, and display under conditions that will ensure the object's availability for future generations, in keeping with professional museum standards.

**4.3.A.6** The Museum will grant preference to the acquisition of objects for the accessioned (i.e. Permanent Collection) over those of the non accessioned collections.

**4.3.A.7** An object that will, in all probability, result in major future expense on the part of the Museum should be carefully considered before it is accepted.

#### **4.3.B Provenance & Legal Title**

Prior to accessioning a collections object, the transferor must provide reasonable proof (i.e. item has been in the family for a number of years) that he/she can and will convey good, clear legal title.

**4.3.B.1** Museum staff should have reasonable assurance that an object has not been exported from its country of origin in violation of that country's law, the ethical guidelines defined by the United Nations (UNESCO) Treaty of 1972, or in violation of federal or state antiquity laws.

**4.3.B.2** The Museum shall not acquire animals or animal parts, feathers or other bird parts, nests, or eggs in violation of international agreements, federal, or state law. **(We have an albatross muff from the mid 19th century. I am not sure how to handle this item under these restrictions.)**

**4.3.B.3** Title to all objects acquired for the collections should be obtained free and clear, that is to say without restrictions or limitations. However,

conditions (where accepted by the responsible Museum staff member) should be stated clearly in an instrument of conveyance, made part of the accession records for the item(s), and strictly observed by the Museum in all activities involving the accessioned collections item(s). All restrictions or limitations must be unanimously approved by the assembled Museum Commission and the reason(s) for the acceptance of said restrictions clearly stated in writing.

**4.3.B.4** If the use of the object is restricted or encumbered by (1. An intellectual property (copyright, patent, trademark, or trade name, or (2. By its nature (e.g., obscene, defamatory, potentially an invasion of privacy, physically hazardous etc.), acceptance of the object must be in writing and must be approved by the assembled Museum Commission. Documentation to this effect will state in writing why said object is accepted and will be made part of the object's accession file. A legal instrument of conveyance, setting forth an adequate description of the object(s) and precise conditions of transfer, should accompany all gifts and purchases and should be kept on file at the Museum. In the case of sales and conditional gifts, this document should be signed by the seller or donor and by an authorized Museum representative. In the case of unconditional gifts, the document needs to be signed only by the donor.

#### **4.3.C Tax Consequences of Donations**

Donations to the Museum are tax deductible (to the extent provided by law) as charitable contributions for the value of the property as determined by an appraisal, receipt, or other valid documentation, ~~minus the value of any goods or services received by the donor in exchange for the gift.~~

**4.3.C.1** The responsibility of providing an appraisal lies with the donor. Staff members shall not appraise donations, as this represents a clear conflict-of-interest on the part of the Museum, while at the same time interposing the Museum between the donor and the mandates of the Internal Revenue Service (IRS).

**4.3.C.2** No acquisition shall be appraised by a trustee, staff member, or any other person closely associated with the Museum, although under limited circumstances staff may render impartial assistance to donors seeking independent, qualified appraisers. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the Act for further clarification).

**4.3.C.3** For information regarding tax deductions, donors should consult Internal Revenue Service (IRS) Publication 561, “Valuation of Donated Property,” and Publication 526, “Income Tax Deduction for Contributions,” or contact their own tax specialist.

#### **4.3.D Accessions Documentation**

An electronic and physical file arranged by accession number in chronological order shall be maintained under supervision of the Curator of Collections. These accession files shall contain the muniment, transfer documentation, or instrument of conveyance of each acquisition from each source. The muniment shall be of a form that proves the Museum’s unqualified, good, clear legal right to accessioned items. No accession file or its contents (whether active or “deaccessioned”) shall ever be destroyed, purged or otherwise altered in any manner. All other facts pertaining to the circumstances of acquisition, care, use, deaccession, and disposal should be adequately documented in the Museum’s collections records.

**4.3.D.1** Acquisitions to the Permanent Collection shall be promptly accessioned upon receipt and acceptance under a system approved by the Executive Director or Commission and overseen by the Curator of Collections.

**4.3.D.2** Acquisitions designated for the Permanent Collection shall be promptly registered in the Accession Ledger, maintained by the Curator of Collections. As each donation is recorded a copy of the “Accession Record” (derived from the PastPerfect collections management system) shall be printed and placed in the accession file. Every 10-15 years copies of the Accessions Records and the *handwritten* (does not apply to items donated

prior to the adoption of this document) Accession Ledger sheets shall be bound and placed in the Accession Record Book. All accession books are to be kept in the fire proof cabinet(s) with the accession records.

**4.3.D.3** A unique number shall be assigned to each donation and to each object within each donation to the Museum's Permanent Collection.

Numbers shall be used for collections recordkeeping. All objects shall be legibly marked with their unique numbers in a permanent but reversible medium. All records pertaining to a particular object shall be marked with that object's unique accession, or catalog number.

**4.3.D.4** The numbering system in use at the Museum will be a variation of the tripartite system commonly used in American museums. The first part of each collection item number shall consist of the four numbers corresponding to the year in which the donation was made. The second part of the number will be separated from the first by a period, and shall be chronologically assigned to represent the order in which different accessioned collections are donated within a given calendar year (e.g. the thirty-second collection donated in 1989 would thus be assigned the number 1989.32). The third segment of the three-part number shall be separated by a period from the first two parts, and shall be assigned to create a unique number identity for each object within the accessioned collection. "Object numbers" will thus represent a numerical ranking of objects within the donation (e.g. the fifth object in accessioned collection 1989.32 would bear the identifying object number 1989.32.5). Lower case letters shall be used in conjunction with an accession number to reflect the existence of related or detachable parts, or a duplicate (e.g. two duplicate photographs of the same subject would be numbered 1989.32.5a & 1989.32.5b). Collectively, this number shall be known as the "accession number" (i.e. the catalog number) and will be used as the basis for the maintenance of collections records.

**4.3.D.5** Once the decision to accession has been made, a copy of the Deed of Gift shall be drafted and sent to the donor, along with a letter of thanks, for the donor to sign and return. The accession number for the donation shall appear within the letter of thanks as a reference number.

**4.3.D.6** A Deed of Gift Form MUST be executed for ALL accessioned collections items moving forward from the date these by-laws are approved. Previously accessioned items are exempt. This form must be signed and dated by the donor and countersigned / dated by the Curator of Collections (or the Executive Director, where appropriate) in order to effect a legal transfer of the donated items. The donation should be listed in sufficient detail to accurately identify each individual item (and its subsequent or related parts) in a given accession (eg. the correct listing of a donation of household items on a Deed of Gift Form would include, “lamp, teapot, dinner plate, etc.” rather than the more generic and less descriptive “household goods.”) The fully executed Deed of Gift then becomes part of the permanent accession file, and represents the Museum’s legal title to the donated object(s).

**4.3.D.7** Once the Deed of Gift is fully executed, a photocopy of the Accession Record shall be placed in the accession file, illustrating the date of accession, name of donor (unless anonymous), and a complete, detailed listing of the donation, including each object’s assigned accession number.

**4.3.D.8** The accession number shall be placed upon the Deed of Gift Form, as well as upon the object itself (see Sections 4.3.D.11 – 4.3.D.14 below). The accessioned object shall be numbered thereon (as appropriate), and also tagged with an acid-free tag which includes the accession number, a brief description of the object (eg. “vase,” “chair,” etc.), a location code, and a date whenever possible (e.g. ca. 1972).

**4.3.D.9** All accessioned collections objects are to be entered into the PastPerfect collections management system. Staff members should bear in mind that the section “Contacts” should be filled out with the donor’s name, address, and information first. The accession and individual catalog records shall then be entered per PastPerfect instructions (see the PastPerfect manuals in the Registrar’s Office for accessions entry procedure).

**4.3.D.10** Each accessioned object shall then be cleaned and repaired at this time (at the discretion of the Curator of Collections), housed in the

appropriate acid-free materials, numbered, tagged, and placed in the appropriate storage location. Where deemed necessary by collections staff, a brief condition report may be completed and added to the accession file.

**4.3.D.11** When numbering objects with a dark background (non-archival), a white acrylic paint, rapidograph ink or appropriate archival pen, and reversible Soluvar B67 lacquer (in that order) shall be utilized to number an accessioned collections object. For an object with a light background, Soluvar B67 lacquer shall be employed, followed by the accession number in archival ink, and finished with lacquer again.

**4.3.D.12** Books are to be numbered with a No. 2 lead pencil on the back, inside cover, in the lower, right-hand corner, or as near thereto. If unable to number in that area, the next position chosen should be the back, inside cover, upper right-hand corner, followed by the lower left-hand corner of the opposite page, and finally the upper left-hand corner of the opposite page if all previous positions on the back and inside cover are unavailable. If none of these options are possible, the book should be numbered on the front, inside cover, upper left-hand corner, followed by the lower left-hand corner if unavailable, etc.

**4.3.D.13** All paper, photographs, prints and other “archival” materials are to be numbered with a No. 2 lead pencil, reasonably sharp but pressed with care. Standard English number symbols shall be utilized (eg. the number “7” should be shown as “7” and NOT crossed).

**4.3.D.14** When numbering photographic materials, the object number should appear on the print AND the negative, either on the print itself or written upon the archival sleeve of the negative. Photographic negatives will be prefaced by an “N-“ (eg. “N-1998.12.1” representing a negative accessioned as the first item in the twelfth accession of 1998).

## **5.1 Definitions**

*Deaccessioning*-The process used to formally approve and record the removal of a collection item or group of items from the Museum’s collections.

*Disposal*- The act of physically removing a collection item or group of items from the Museum's collections.

## **5.2 Principles**

The deaccessioning and disposal of collections is fundamental to the work of the Museum, in that it permits for a considered and constant re-evaluation of the collecting efforts of the Museum in light of extant resources, changing audience demographics, and shifting mission-driven objectives. The Museum disposes of collection items by a variety of methods, including: donation, transfer, exchange, sale, repatriation, and destruction. The Museum requires responsible, disciplined deaccessioning of collections via a rigorous adherence to the following principles:

**5.2.A** As a general rule, collections are acquired for the collections of the Museum only when there is a good faith intention to retain the material for an indefinite time period. Collections are retained as long as they continue to serve the goals and mission-driven objectives of the Museum and can be properly maintained and used;

**5.2.B** Deaccessioning and disposal are a legitimate part of responsible collections management practice. Prudent collections management includes judicious consideration of appropriate deaccessioning and disposal. The periodic review, evaluation, deaccessioning, and disposal of existing collections are intended to refine and improve the quality and relevance of the collections, with respect to the Museum's mission and purposes. Deaccession and disposal procedures are designed to ensure thoughtful, well-documented consideration of each proposed collection item in the context of the long-term interests of the Museum, the general public, and the collection object.

**5.2.C** Deaccessioning and disposal occur for a variety of reasons, such as: deterioration of collection items beyond usefulness, duplication or redundancy of collection material, insufficient relationship of collection items to the mission and goals of the Museum (such that they are judged

to be better placed elsewhere), repatriation, and selection for consumptive research or educational use.

**5.2.D** The Museum disposes of collections by a variety of methods, such as: donation, transfer, exchange, sale, repatriation, and destruction.

**5.2.E** Collections may be deaccessioned and disposed of only in accordance with established authority and only when consistent with applicable law and professional ethics. All applicable federal, state, local, and international laws, treaties, and regulations and any other applicable restrictions will be observed and documented during the Museum during the deaccessioning and disposal process.

**5.2.F** Proceeds realized from the disposal of collection items must be designated either for further collections acquisitions, or for the preventative conservation, due care, and maintenance of existing collections.

### **5.3 Policy & Procedure**

#### **5.3.A Collections Deaccessions**

No accessioned object or collection shall be removed from the Museum's register and physically disposed of except by strict conformity to the following rules:

**5.3.A.1** The authority to propose a potential deaccession / disposition shall be vested in the Curator of Collections and/or the Museum Director (as appropriate). As the staff member most directly responsible for collections management, the process shall be initiated by the Curator of Collections (or Museum Director when there is not a Curator of Collections). When the Curator of Collections and/or Museum Director deem it advisable to deaccession any object or collection owned by or deposited with the Museum and the proposed deaccession is duplicative, superfluous, deteriorated, incompatible with the mission, or otherwise deemed to be disposable, the Curator of Collections shall prepare for the Museum Director and the Museum Commission a deaccession recommendation. Deaccessions having an estimated value of less than



two thousand five-hundred dollars (\$2,500) may be appropriately disposed of by the Museum Director in an approved manner. Deaccessions having an estimated value of greater than two thousand five-hundred dollars (\$2,500) must be approved by the Museum Commission. Upon deaccession, the deaccessioned object or collection may be disposed of as provided by state law. Objects with a value of less than \$2,500 may be disposed of in any approved manner. Objects with a value of more than \$2,500 must be appraised and offered to the public at auction. Disposal of collections objects through sale shall be conducted solely for the advancement of the Museum's mission, and use of proceeds from the sale of collection materials is restricted to the acquisition and/or direct care of collections.

**5.3.A.2** No donated object shall be deaccessioned for any reason within two (2) years of the date of its acquisition (see U.S. Tax Reform Act of 1984 and IRS regulations for further clarification).

**5.3.A.3** While a Deed of Gift ostensibly provides the Museum good, clear legal title, as a matter of courtesy to the donor or his/her heirs, the Museum will endeavor to notify the donor or his/her heirs of the intent to deaccession and will explain the reasons thereof (where practicable). Further to this effect, the Museum will exercise a reasonable effort to determine the last known address of the donor.

**5.3.A.4** An acquisition fund shall be created to which all net proceeds resulting from deaccessioning of collections objects are deposited and which (with Board approval) withdrawals are made only for collections acquisitions and/or direct care of the existing collections. This fund shall be known as the *Museum Acquisition Fund Collection*.

### **5.3.B Deaccessions Documentation**

**5.3.B.1** Once it has been determined that a deaccession proposal shall be prepared, the Curator of Collections shall draw up the following forms for submission to the Museum Director and / or the Museum Commission for signature and approval: (1. A Deaccession Memo shall list a brief

description of the items proposed for deaccession, the accession number, the reason for deaccession, the party to whom transfer is to take place, and an estimation of the value of said objects, if possible ; (2. A Letter of Transfer which shall convey the reasons for the deaccession and shall specify transfer to the appropriate party or institution. Two copies of each form shall be drawn up, with one to be placed in the accession file and the other to be placed in a deaccession book. All pertinent documents:

- Deaccession Proposal
- Transfer Proposal
- Auction Sale Form
- Repatriation Form
- And Disposal Form

shall be signed and countersigned by the Museum Director, and Curator, in all cases and additionally by the donor or their designee when available. Additionally the transfer/repatriation recipient, shall sign when item is transferred, sold, or repatriated. An item whose donor and/or descendants cannot be located will not require that countersign on the deaccession documents. In the case that the museum does not have a Curator of Collections, the chairman of the Museum Commission must sign, since the Museum Director or Coordinator would be acting as the Curator of Collections.

**5.3.B.2** A complete record of ALL deaccessions shall be maintained by the Executive Director (Again, museum director/coordinator?) and the Curator of Collections, and retained within the appropriate accession file. Such deaccessioned item files are kept with the accession files, and NONE of the accession files (whether active or deaccessioned) are EVER DESTROYED, PURGED, OR OTHERWISE ALTERED in any manner. If the total donation has been deaccessioned, the word “DEACCESSIONED” shall be noted on existing accession documents.

**5.3.B.3** When an object is deaccessioned, it shall be so noted in all relevant fields of the PastPerfect collections management database.

### **5.3.C Disposition of Deaccessioned Collections Objects**

In considering various alternatives for the disposition of deaccessioned collections objects, the Museum shall take into consideration that:

**5.3.C.1** The manner of disposition is in the best interests of the public the Museum serves, the public trust embodied in owning and maintaining collections, and the scholarly or cultural communities at whose behest the Museum conducts its operations.

**5.3.C.2** Preference shall be given to retaining (Insert our mission statement state or national materials that are part of the historical, cultural, or scientific heritage of the State of Oregon, United States of America, respectively).

**5.3.C.3** Consideration shall also be given to placing the objects (via gift, exchange, or sale) in another tax-exempt public institution where they may serve the purpose(s) for which they were initially acquired by the Museum. If the deaccessioned collections objects are offered for sale elsewhere, preference should be given to sale at advertised public auction or to the public marketplace in a manner that will best protect the interests, objectives, and legal status of the Museum.

**5.3.C.4** Deaccessioned collections objects may NEVER be given away or sold privately to anyone associated with the work of the Museum (i.e. Museum employees, Museum Commission members, Friends of Board members, employees of the County of Wasco, volunteers, docents, interns, or any other party representing or otherwise associated with any of the aforementioned groups).

**5.3.C.5** Retail outlets connected with the Museum, or its allied organizations, shall not be used in any way for the purpose of disposing of collections objects.

### **5.3.D Restrictions On Deaccessioning & Disposition**

Before deaccessioning or disposing of any objects from the collections, a reasonable effort should be made (on the part of responsible staff) to

ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act accordingly:

**5.3.D.1** Mandatory restrictions should be observed strictly unless deviation from their terms is deemed ‘impossible, impractical, or unethical’ and duly authorized by a court of competent jurisdiction.

**5.3.D.2** Collections objects to which precatory restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so (in consideration of the value of the collections objects in question) the Museum should notify the donor if it intends to dispose of such objects within five (5) years of receiving the gift, or within the donor’s lifetime, whichever is less.

**5.3.D.3** If any question exists as to the intent or force of gift restrictions governing a collections object proposed for deaccession and disposal, Museum staff should seek the advice of competent legal counsel.

# FORT DALLES MUSEUM FACILITY RENTAL POLICY

## Mission Statement

"The mission of Fort Dalles and Anderson Homestead is a museum dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural and diverse cultural history that is unique to the Wasco County area."



Thank you for considering the Fort Dalles Museum for your event. Fort Dalles Museum provides a unique historic setting for weddings, reunions, and special events. The Surgeon's Quarters, garrison grounds, and Anderson Homestead are listed on the National Register of Historic Places. The facility is one of the oldest museums in Oregon. Fort Dalles Museum is located at 500 W. 15th, The Dalles, Oregon. The Anderson Homestead is located on W. 16th Street, across the street to the south of the Surgeon's Quarters.

The structures that comprise the Fort Dalles Museum and Anderson Homestead are owned and operated jointly by Wasco County and City of The Dalles. We encourage visitors to enjoy the facilities, but please understand that our primary concern must be the protection of the structures and their contents. The special nature of the museum facility requires clear guidance for its use. It is located in a residential neighborhood. The rules and regulations that follow have been developed with careful consideration of the impact events may have on the museum facility, outlying buildings and grounds, as well as neighboring properties.

The following rules and regulations are to be observed and are enforced on the grounds of the Fort Dalles Museum:

- No Alcohol allowed. The only exception may be for a champagne toast, with previous permission of Museum staff.
- No person shall cut, remove or damage any flowers, trees or shrubs located on the grounds.
- No fires are allowed on the premises.
- All dogs within the facilities/grounds shall be kept on a leash at all times.
- No motor vehicles or motor bikes shall be operated, parked, or left standing at any place on the grounds.

- No person shall ride or drive any horse or non-domestic animal or permit any horse or non-domestic animal to go upon any portion of the grounds without permission of Museum staff.
  - Exceptions may be made for reenactments, black powder events, or other events with previous permission granted by the Museum Commission. These events may require notification and permission from the City of The Dalles Police Department and/or the Wasco County Sheriff's Department.

## **FACILITIES**

The grounds of the Surgeon's Quarters and the grounds of the Anderson Homestead are available for rent. The interior spaces inside the museum, vehicle buildings or Anderson Homestead are not available for rent. Restrooms, located at the Surgeon's Quarters, will be available for the duration of the rental period.

At least one staff member will be present during the event. If additional staff will be required, as determined by Museum Staff, the renter will be billed at \$20.00 per hour per staff member.

## **GROUNDS RENTAL RATES**

- 8 hours : \$750.00. Event set-up and tear-down must occur during these 8 hours
- Any additional hours: \$50.00 each
- One and a half hours: \$75.00 (event minimum)
- All events will be charged a \$250.00 cleaning deposit.
- Rental fees are required to be paid in full one week prior to the beginning of the rental period.
- A deposit of 50% of rental fee plus cleaning deposit is required in order to hold a date.
- If the event is canceled by the renter prior to 72 hours before the beginning of the rental period, a 100% refund is available.
- If the event is canceled by Museum Staff or Commissioners, no refund is available.

## **DAMAGES**

All renters agree to pay for any damage done to the facility or grounds by themselves, their guests, caterers, or employees during their rental period. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs are required the renter will be financially responsible for the cost of all repairs.

## **ADVANCE RESERVATIONS REQUIRED**

Reservations are granted on a case-by-case basis.. All requests for use of the grounds must be approved in advance by the Museum Coordinator. If you intend to hold your

event during normal museum public hours, you must be willing to share the premises with museum visitors in a manner that does not obstruct visitors from viewing the museum grounds, buildings, or artifacts.

### **USE OF THE MUSEUM'S NAME**

Advertising materials shall not give the impression that Fort Dalles Museum is a sponsor of your event. Do not use the museum logo without permission. All press releases, public service announcements and printed materials must list the museum as "Fort Dalles Museum" (do not abbreviate the word "Fort" to "Ft.").

### **OTHER STRUCTURES ON THE MUSEUM GROUNDS**

The historic structures on the grounds, as well as the wagons, vehicles, and other objects, are to be considered "off-limits" and are not to be climbed on or entered. Tours of the Anderson Homestead and the vehicle buildings can be arranged. Please consult the Museum Coordinator to arrange tours.

### **CONDUCT**

One person from the event host's party must be identified as the point of contact and must be present at the event from the beginning of the rental period until the end. The point of contact shall conduct the event in an orderly manner in full compliance with all rules and regulations, and must follow the direction of Museum Staff at all times.

### **DELIVERIES**

All deliveries must be scheduled with the Coordinator's assistance. Vendors must be prepared to deliver rental items to the museum and should arrive with the necessary staff and equipment (hand trucks, dollies and carts) to accomplish this. Museum staff will not be responsible for the acceptance or movement of rental items or other event-related items upon delivery or pick-up. **Vendors and Renters are reminded that absolutely no vehicles are allowed to drive onto the museum grounds.**

### **WATER**

Water is available inside the Surgeon's Quarters in the restrooms, near the front gate during regular visiting hours, and at the drinking fountain near the front gate. Water availability is seasonally dependent; please verify with the Coordinator if you will need access to water.

### **CHILDREN**

Children are always welcome at the Fort Dalles Museum but should be attended by an adult at all times. Excessive ringing of the bells will not be permitted.

### **DECORATIONS**

If decorations – i.e. streamers, ribbons, banners or balloons — are used, they may not be

fastened to the buildings, artifacts, or trees. Anchoring decorations to museum property (buildings, shrubs, artifacts, or trees) by nailing, tape, or other destructive methods is not allowed, and any violation will trigger immediate cancellation of the event and all monies paid non-refundable. All decorations and signage must be removed before 10 a.m. the following day.

### **TENTS/CANOPY**

It is possible to rent large tents from various vendors in The Dalles area that may be set up on the grounds to provide cover from sun or rain. Permission must be obtained from the Museum Coordinator or designated staff in advance. Tents or canopies must be removed before 10 a.m. the following day. They must be self-supporting, and not be attached in any way to the buildings, artifacts, or vegetation of the museum. **Absolutely no staking of any kind will be permitted.**

### **CHAIRS AND TABLES**

Chairs and tables may be rented from vendors in The Dalles area. The museum has a number of picnic tables on the grounds. If the picnic tables are not in use, they may be moved out of the way by the renter to another location on the property, but must be replaced by the renter at the conclusion of the event. If the museum is open during that time to the public, the picnic tables must be located so they can be accessed by museum visitors.

### **RESTROOMS**

There are two wheelchair accessible restrooms available to the public. The restrooms will be open and available at all times during the event. At the Museum Coordinator's discretion, the renter may be required to provide additional temporary facilities.

### **TRASH**

All trash must be cleaned up after the event. Exterior trash cans are available, but excess trash must be hauled off the premises and properly disposed of. Any items remaining 12 hours after the conclusion of the rental period not placed in the designated "trash" area will be considered forfeit and the cleaning deposit not refunded.

### **PARKING**

Free parking is allowed bordering the museum grounds on 15th Street, Garrison Street, and 16th Street. Street traffic is not to be restricted and driveways to neighboring residences may not be blocked. If a limousine or horse and carriage have been rented for the occasion, the driver must remain with the vehicle if it is double parked and must provide access to any traffic attempting to move past the area. Streets may only be blocked off by obtaining a permit from the City of The Dalles.



**TRAFFIC CONTROL**

If a large amount of traffic is expected for the event, the Museum Coordinator may require that some form of traffic control be exercised, whether it is a policeman, traffic barriers, or some other control agent. City of The Dalles Police Department will also be notified by the Museum Coordinator.

**HOLD HARMLESS**

Renter assumes financial liability for any damage to, or loss of objects or property belonging to the museum, and for any personal injury incurred as a result of such use. Renter shall obtain insurance with a company authorized to do business in the State of Oregon and satisfactory to the Fort Dalles Museum, against claims for bodily injury or property damage under a policy of general public liability insurance in an amount not less than \$1,000,000 for bodily injury and \$1,000,000 for property damage.\*

All insurance required by this facility rental policy shall contain an endorsement naming Wasco County, City of The Dalles, Fort Dalles Museum, its officers, trustees, employees, and agents as additional insured.

You shall furnish the museum with the endorsement with proof of such insurance at least 14 days prior to the date of your event. If satisfactory evidence of insurance is not received by the Fort Dalles Museum at least seven days prior to the event, the Fort Dalles Museum may, at its option, cancel the event. **If the event is canceled by Museum staff due to lack of proof of insurance, the renter will forfeit any monies paid.**

If you have any questions about the policies outlined here, please do not hesitate to contact us for clarification at 541-296-4547 or [fordallesmuseum@gmail.com](mailto:fordallesmuseum@gmail.com)

Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ CellPhone \_\_\_\_\_

Email:

\_\_\_\_\_

Event Type:

---

Event Date: \_\_\_\_\_ Hours \_\_\_\_\_

# of Guests/Participants: \_\_\_\_\_ Do You Have Insurance?

\_\_\_\_\_ If Yes, Amount: \_\_\_\_\_

Insurance Carrier:

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Will Food Be Served? \_\_\_\_\_ Types of Food:

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Point of Contact: (name)

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Point of Contact: (phone number)

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**APPLICANT AGREES TO ABIDE BY THE FOLLOWING: (please initial each)**

- Museum Staff or their designated representative is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an individual to leave. \_\_\_\_\_
- Applicant agrees to abide by all City, County, State and Federal laws. \_\_\_\_\_
- Use shall be denied those violating Museum, City, and/or County Ordinances and Policies. \_\_\_\_\_
- Use of nails, tacks, staples, tape, or adhesives of any kind for decorations or signs is prohibited. \_\_\_\_\_
- Absolutely **no** confetti, fireworks, rice, sand, birdseed, Silly String, glitter, spray paint, or spray of any kind. Sparklers may be used only with prior permission of Museum Staff. Renter or Renter's Point of Contact is responsible for guests' adherence to this policy. \_\_\_\_\_
- No music or loud noise is allowed after 10:00 p.m. or before 7:00 a.m. The City of the Dalles ordinance (#5-23.3) must be followed in regards to noise, signage, and street access. \_\_\_\_\_

- The renter must receive approval of their decorating plans from Museum Staff two weeks prior to the event. \_\_\_\_\_
- Renter is responsible for all set up and clean up within the rental time allotment. \_\_\_\_\_
- Smoking and vaping on the Museum grounds is permitted in the designated area only, to protect the buildings and artifacts. As a facility that receives federal funding, marijuana use is strictly forbidden.  
\_\_\_\_\_

**To secure your date, the Fort Dalles Museum must receive:**

1. Completed and Signed Contract and Rental Deposit, payable to Fort Dalles Museum.

**14 Days Prior to Event the Fort Dalles Museum must receive:**

1. Proof of liability insurance,
2. Payment of cleaning deposit,
3. Proof of traffic control (if applicable)

**7 Days Prior to Event the Fort Dalles Museum must receive:**

1. Payment of outstanding balance of rental rate

If payments are made by check, checks will be cashed prior to the event. Refunds will be made to renter in the form of checks, regardless of method of payment.

*I have received, read and agree to comply with the Fort Dalles Museum Facility Rental Policy. Failure to follow guidelines and/or any request of museum staff may result in total forfeiture of renter's Deposit. I agree to hold harmless indemnify Wasco County, City of The Dalles, the Fort Dalles Museum and its respective officers, agents and employees, and agree to be solely and absolutely liable with all respect to any and all claims, suits, or judgments against the museum, myself, or any of my guests that may arise from use of the museum by myself or any of my guests.*

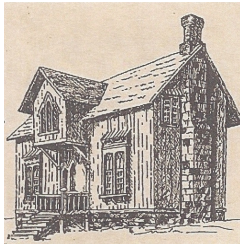
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SETTLER PRIVILEGES

1. I have no ancestors that were hunted for bounties paid for by any government agency.
2. I can live anywhere in the US without being disturbed that people of my race or ethnic group were not systematically killed or displaced so that I could live there.
3. I don't have to worry that images, symbols, or names of people of my ethnicity will be used as sports mascots, Halloween costumes or marketing logos.
4. I can be confident that when I die my language will not die with me.
5. I am not concerned about my group's history being accurately represented in my children's education, or represented at all.
6. I am not concerned that others will appropriate the spirituality and religion specific to my community.
7. I don't have to worry that I will be perceived as an inauthentic member of my ethnic group based on an insufficient amount of "blood," as verified by a government-issued document.
8. I can see myself and my ethnic group represented in a wide range of media and popular culture that aren't predominately stereotypes.
9. My group is usually represented in statistical findings in studies and reports.
10. I am never confronted with comments that express surprise that my group still exists.
11. I never have to defend against the desecration of burials of my ancestors for capitalistic development.
12. I am not subject to a legal system that is based on a concept of cultural and religious inferiority of my group.
13. I don't see myself spoken of as a "savage" or other derisive term in any of the US's founding documents.
14. I never have to worry that my legal existence or that of my group can be terminated at any time by the US government, leaving my community homeless.



**Fort Dalles Museum and Anderson  
Homestead Foundation**

PO Box 591  
The Dalles, OR 97058

**FDMAH Monthly Report**  
**February 2023**

**Fundraising/Projects**

Waiting for weather to clear to restain/paint the wood so that outdoor signs can be mounted for the 2023 season.

No other recent activity.

**Financial/Grants**

Looking through some of the grants that are/may be available for us to apply.

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

**Volunteer**

Volunteer Hours (Museum support) for December were 0.0, est value (0 x \$20) \$0.

**PR/Marketing/Promotion**

No new activity.

**Other**

Next Foundation meeting is on Mar 20, 2023.

Submitted,  
Denise Dietrich-Bokum  
03/12/2023