

AGENDA MUSEUM COMMISSION
April 12th, 2022 6:00 PM
Harding House, 4th & Court, The Dalles
Online access:

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Access Code: 400-766-549

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

Denise Dietrich-Bokum, Foundation Ex-Officio

MATERIALS- (will be addressed per agenda, below)

AGENDA

FEBRUARY AND MARCH MINUTES

FOUNDATION REPORT

FINANCIAL REPORTS & 2022 BUDGET

NEW BUSINESS:

- Review and approval of the Agenda (**vote**)
- February and March Minutes (**votes**)

- Foundation Report
- Financial and Treasurer reports
- Operating hours for 2022 season
- Update on applicants

OLD BUSINESS:

NEXT MEETING: May 10th, 2022



Commission Meeting – April 12, 2022
Meeting Minutes

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

Members of the Public: Mike Middleton - Wasco County Finance and Denise Dietrich-Bokum - Foundation Ex-Officio.

The meeting was called to order at 6:10pm by Chair Elizabeth Wallis

3. NEW BUSINESS

A. Review and Approval of Agenda

The agenda was reviewed, and Traci made a motion to approve the agenda as presented, with Mike seconding. The motion to approve the agenda was passed.

B. February and March Minutes

The February minutes were reviewed, and Dawn made a motion to approve the minutes as corrected, with Traci seconding. The motion to approve the minutes was passed.

The March minutes were reviewed, and Mike made a motion to approve the minutes as presented, with Julie seconding. The motion to approve the minutes was passed.

C. Foundation Report

Denise reported that the 115 campaign window inserts have been installed but still has a few remaining windows to do. The WCC sign grant signs have been delivered. They are in the parlor with the big windows in the surgeon's quarters... they have not been installed. Denise will email Eric about repainting. No other new activities.

Volunteer hours = 48 hours

She appeared on KODL, but mentioned that it is challenging for a volunteer to represent the foundation, so Elizabeth has a plan to discontinue the coffee breaks until we get organized. The foundation had a meeting in March, and it was agreed upon that Randy and Denise would switch roles. He is developing documentation systems, and they have identified 3-4 people interested in volunteering, so things are looking better than they were 6 months ago.

The foundation is in a holding status until we have more members and can discuss strategic direction with the commission. Some discussion has been had about getting videos done. There could be an app on the cell phone that we can use to create a description of museum points of interest. During the volunteer meeting this week, this app came up again. This means we should probably look for a technology grant for this, and could broaden our audience by appealing to younger people. It will take time to develop and will be expensive, but might be worth looking at.

Elizabeth reported receiving a request from the Foundation today (4/12/2022) to continue moving forward towards separating finances between the Commission and Foundation, including unplugging the online book sales.

Julie asked for a clarification about why the two entities have decided to not commingle finances; Elizabeth indicated that this commingling is not a good business practice. Mike Middleton added additional clarification about the need to provide some financial leadership in keeping costs contained about credit card processing fees and keep transactions separate.

D. Financial and Treasurer Reports / 2022 Budget

Mike Middleton said there was not much change. Right now, our current resources are greater than budgeted resources. He reported that being open has helped with the budget. Our admissions are on an upward trend, especially as we head into the higher tourist season. Memberships are low; we need to turn that around as a possible improvement area focus for next year. Personnel is running a little above straight-line, but we will save money with no salary being paid to staff until we make our hire. Operational costs are doing well, and capital is available for broad project use.

Denise wanted to know whether we have a March number for the cruise ships? Elizabeth said that Cal was counting the passengers who get off the bus and came within the gate of the Museum. She added that it is likely that those numbers are likely in the office, so we know how to bill them accordingly.

E. Operating Hours for 2022 Season

Elizabeth indicated that she is in the process of crafting a 3-month temp contract (with option to renew) and a personnel services agreement that allows us to hire Fiona Ferguson as an independent contractor to organize the volunteers. Elizabeth sent out a note to Fiona and the volunteers to make sure we are staffed for the boats. And if we have additional volunteers, we will also be open on Thu, Fri, and Sat from 10am-5pm. She said she was relieved to have Fiona on board to take care of the staffing levels. Fiona will be keeping track of the visitor counts from the cruise ships. Her primary focus is to help keep us staffed as we navigate through this transition. She is being paid \$19/hr and works from home, while staying in close contact with Elizabeth.

F. Update on applicants

Matthew Klebes and Nicole Biechler from the county are conducting 3 interviews for the staff position; they asked Elizabeth for feedback on questions that will be asked during the interview. She will listen in to the candidates to hear how they respond, but does not have their credentials to review ahead of time. This means we have a little bit of a breather, especially with Fiona on board handling the intensive work of managing volunteers / staffing levels.

Julie wanted to know about the salary and benefits – Elizabeth said that this information is listed on the job description, which lists salary and benefits. She encouraged us to forward any other interested / qualified candidates to apply as we are not done with the process as of yet. We are staffing the cruise ships as first priority, with second priority as opening hours based on staff availability. At the volunteer meeting on Monday, it was brought to her attention that on our website, it says the Museum is temporarily closed. There is a 24–48-hour lag time for populating changes, and when we have inconsistencies due to staffing, it doesn't make sense to be messing with the hours online since they might not be correct. There is not much we can do about this until our volunteer schedule is stabilized.

G. Videos

It was mentioned at the volunteer meeting to get some two 36" monitors (approx. \$400 each) providing video tours that can help trim down on volunteers needed to provide interpretation. The video would be on a thumb drive so no internet will be required. Elizabeth said she spoke to Immense Imagery and got a quote of \$3,500 for the project, which would also require some leg work with photos, interviews, voiceovers, and content. Some volunteers were concerned about "being replaced by the robots" – this should be seen as a supplemental tool to their efforts.

It was also brought up that if a volunteer is not with the guests when they go to the Anderson House, there is a concern about theft. Elizabeth has some broken cameras that can be used as decoy deterrents. Denise said that the cruise ships in particular have people in walkers who can't get upstairs, and the monitors can be used to show what's upstairs. Dawn indicated that this is a good idea and offers the opportunity to provide added benefit to volunteers by letting them focus on service and asking specific questions rather than handling the entire narration.

Traci made a motion to approve of spending no more than \$3,500 from the budget to create 2-3 five-minute videos, with Dawn seconding. The motion passed unanimously.

Mike Wacker wanted to know why we couldn't leave the barn open just like the Anderson House for current tours in its current condition. Denise said the barn should be included in the Anderson Homestead opening. There isn't much to steal, but there's no line of sight there, so that is a concern of hers. Denise and Elizabeth will circle back with volunteers to see about keeping the barn open. Julie wanted to know about potential hazards in the barn. We could potentially address this with putting up warning signs; this does not mean we have to shut buildings since we don't have a volunteer guiding the visitors. Denise reiterated that during cruise ship visits, the volunteers are stretched thin, and it takes more time to open it than when people are actually looking inside. The barn is cool – and we can put a pin in this until later. The prospect of vandalism was also raised.

4. OLD BUSINESS

No old business on the agenda, other than we still have 1 open seat on the Commission.

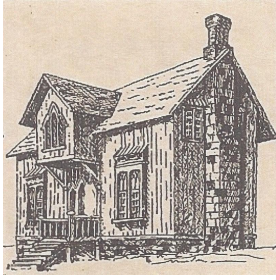
The next meeting is scheduled for May 10th, 2022 at 6pm.

6. MEETING ADJOURNMENT

The meeting was adjourned at 6:58pm.

Respectfully submitted,
Dawn Rasmussen
Fort Dalles Museum Board Secretary
April 12, 2022

Approved and accepted by the Commission at the May 10th meeting.
~Elizabeth Wallis, Commission President



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
April 2022

Fundraising/Projects

\$115 Campaign: No activity since March report.

WCCT Sign Grant: No activity since March report.

Financial/Grants

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

Volunteer

Volunteer Hours (Museum support) for March were 36.0, est value (36 x \$20) \$720.

PR/Marketing/Promotion

Denise appeared on KODL in March. There were many (mostly) non-Foundation related questions that she deflected. Decision was made not suspend appearances from May thru July, and then see what happens.

Other

The comingling of Museum and Foundation funds appears to be complete, however, we have uncovered some unforeseen Museum payments that appeared in the Foundation accounts. It is being resolved.

We have identified 4 persons who are interested in learning more about being on the Foundation Board—Hooray! Are working on next steps to determine if they will be a good fit.

Next meeting is on May 23.

Submitted,
Denise Dietrich-Bokum
05/06/2022

March 2022 Museum Financial Report

		FY22		FY22		FY22 -		FY22 /	
		Budget	FY22 Actual	FY21 Actual	Actual -	Budget	FY22 -	FY22 /	FY21 %
					Budget	Budget	FY21	FY21 %	
Revenues:									
Nonoperation Revenues									
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%	
Total Nonoperational		266,668	279,737	280,667	13,069	105%	(929)	100%	
Operating Revenue									
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%	
Total Operational		10,700	25,381	8,586	14,681	237%	16,795	296%	
Total Revenues		277,368	305,119	289,253	27,751	110%	15,866	105%	
Expense:									
Operational									
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%	
Total Operational		96,302	50,522	74,351	(45,780)	52%	(23,829)	-32%	
Capital									
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%	
		18,000	-	-	(18,000)	0%	-	0%	
Contingency									
Contingency	570000	163,066	-	-	(163,066)	0%	-	0%	
		163,066	-	-	(163,066)	0%	-	0%	
Gain/(Loss)		-	254,597	214,902	254,597		39,695	18%	

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 98th 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.