

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday May 12, 2020
Via Conference Call

Members present Elizabeth Wallis, President Eric Gleason, Vice President, Daliea Thompson Secretary/Treasurer, Donna Lawrence, Mike Wacker

Members absent and excused Loyal Quackenbush

Members absent and not excused

Wasco County Staff Matthew Klebbs Wasco County, Mike Middleton Fiscal Director Wasco County, Cal McDermid.

Meeting was called to order at 6:09 p.m.

New Business

Exploration of self guided tours for the vehicle building. Elizabeth is interested in people's opinion on doing self guided tours. Elizabeth suggested a security system. Cal stated that Sherman County has a system that works well. Elizabeth has her own security system. Daliea encouraged us to look at different systems and to confer with the Sherman county Museum to see what works.

Elizabeth stated she felt it would be good to have cameras for the safety of our volunteers and visitors. The consensus of the committee was it would be a good to explore options and to speak with Sherman County to look at systems.

Elizabeth stated that there may be issues with the internet and coordination with Wasco county. Cal will start making calls and getting started. Elizabeth will assist if needed. Mike Middleton stated that the county can also help.

The group discussed the options for opening the grounds to the public when it is approved by the State and the County to do so. Cal is looking to do an outdoor ground exhibit to be ready when the county is able to enter Phase 1 of reopening. There is a lot of information that is going back and forth. Elizabeth can assist with supporting Cal in getting the information and coordinating with Matthew Klebbs. Matthew stated all the required documents had been stated for the reopening about the county.

The minutes from the last meeting were reviewed. Elizabeth made the motion to approve the last meeting minutes of April 14, 2020. Eric approved it. Motion carried.

Elizabeth asked Mike Middleton if there was anything we could do to support any grants or relief programs for loss revenues. Mike said they are looking at lost revenues from counties. He asked us to keep our ears open and Matthew has been helping with that.

There is no agenda to approve.

Old Business

Eric reported that there has not been progress on the gutters on the Anderson House or the rain barrels. He has been working out of town. Eric stated they were looking at wine barrels filled with gravel. We need two. Elizabeth thinks she has a resource for these. They will be free to the Museum.

Elizabeth asked if the contractor had been paid yet. No one could confirm if he had. Eric will also be measuring the porch this week and bringing it to the commission. He also talked to Sue Buce about the agreement on the Wynquatt collection. Elizabeth asked Eric about the work with Mike Byrne on the chimney and he is planning to be there the last week in May.

Elizabeth asked Eric about the gardeners cottage, he has not been up there since the last meeting and plans to get there this week.

Donna reported that no one has been submitted to the Commission by the city. She doubts that we will. She will send the Mayor an email. Matthew developed a local government academy who may be willing to volunteer in another capacity. Donna did mention this to the Mayor, but it did not seem to gain any traction.

Elizabeth and Daliea thanked Cal for all his hard work and forward thinking during the Covid 19. We are all thankful for his efforts and recognize his efforts.

Directors report (attached)

Elizabeth asked if there was any way to open up the vehicle building for self guided tours. Cal suggested there may be a way to do this. Elizabeth asked we explore this in New Business.

The old clock in the parlor fell off the wall and was broken. It was four feet long. It was destroyed years ago and restored. They had hung it up in the parlor. The clock man hung it and there were no people in the room when it fell. Elizabeth asked if it could be repaired and transported or had to be repaired in house. Eric would like to take a look at it this weekend.

When Mary went upstairs to the closet there is loose plaster that fell off the ceiling. There was no sign of moisture. It is located off the staircase. It was not in the secret room that had been repaired before.

Elizabeth asked about alarm codes. Cal stated no one sent him codes for their own personal code. Cal asked they be sent to the Fort Dalles Museum Address. They would like to get all the codes. Elizabeth asked who does not want access to the Museum. Cal will send an email to everyone to gather the information about who wants codes for the Museum tomorrow.

Elizabeth asked about the siding for the vehicle building. Both Dennis and Loyal felt they could not work without being closer than six feet. Elizabeth thinks she can do the project to wrap it up.

Mike Middleton Fiscal Report (attached)

Basically we are not open and it will stay that way. Our admissions are at \$24,000.00 with Covid 19 we are missing out on about \$7500.00 in admissions. We need to watch our Museum expenses as they are over budget. Our revenues are shut down with the Covid 19 and we need to watch our expenses.

Wasco county the IT Director Paul Ferguson has passed away and the county is recruiting for a new IT Director.

Next meeting will be June 9, 2020

The meeting was adjourned at 7:21 pm

Accepted and approved: Approved June 9th, 2020

By:

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
May 2020 DIRECTOR'S REPORT
For June 9, 2020, Museum Commission Meeting

A report taken from the daily logs for the month of May 2020:

- Admissions collected in May 0.
- Cruise Ship admissions in May 0
- Friendship renewals for May \$60.00.
- Donation \$100.00.
- Total Volunteer Hours for May: 216

- We had a wedding at Fort Dalles. The wedding party included the bride and groom and 8 guests. They had photos taken on the grounds and were married on the front steps.

- We had another work party at the barn. Lester Moving help us move cases and get the upper barn rearranged. We have another work day scheduled for next Tuesday June 16.

- I have been working on a plan for reopening for the American Song the week of June 21. We do not have any specific information regarding the timing of the ship.

- Work is continuing on the grounds. Dennis Davis has spent a lot of time removing the ivy from the Anderson Homestead Grounds.

- I am starting new text panels for the Vehicle shed. We are also ready to install the signs for the self-guided grounds tour.

- Bohn's Printing is working on signage for the printing press in the vehicle Building.

- I continue to make my monthly visit to Al Wynn's Coffee Break on the second Tuesday of the month.

- Respectfully Submitted

Cal

Financial Notes for Museum – April 2020

- 10th month of the fiscal year = 83.3% complete for straight-line analysis

Revenues

- Investment Earnings (Interest & Mark to Market) is \$139 more than last fiscal year, budget execution is 142.1% with 2 months remaining in the fiscal year
 - The interest for April has not been posted yet – I expect it to be around \$500
- Admissions are \$24,544 as of January 31st. This is \$3,877 more than last year at this time.
 - Budget is executed at 87.7% compared to 91.9% last fiscal year
 - Last fiscal year generated \$7,514 from April to June
 - With COVID-19, it is not likely to earn that much this fiscal year
 - Opening is starting to be discussed, there is a plan and asking to go to “phase 1”
 - Without any further admissions – it will be \$3,400 under budget
- Memberships are \$8,470 or \$352 more than last year at this time
 - Budget executed to 105.9% vs 124.9% last fiscal year
 - Last fiscal year had \$1,630 in memberships from April to June
 - Have exceeded the budgeted expectation
- Merchandise sales remained at \$2,381 – no change since November
- Donations are \$4,965 compared to \$2,047 last year at this time
 - Budget execution is 76.4% compared to 31.5% last year
 - Little change from December
- The PUD Grant for \$18,565 is not being ran through the Museum books
 - This is through the city as they are the owner of the property – per the PUD rules
 - This grant will not show in the County’s financial statements/budget
 - First noted in the reports in September

Expense

- Personnel is executing at 73.0%, which is within the straight-line budget expectation
 - The amount is \$1,701 more than last fiscal year
- Grounds maintenance is up to \$7,075 and a budget execution of 94.3%
 - The tables purchased early in the year are the reason, this is non-linear and budget will be watched – discussed in prior reports
- Museum Expenses are executing at 167.0% - \$2,505
 - In February \$376 was spent with Westwind Frame followed by another \$802 in March
- Advertising is up to \$5,910 – executing at 118.2% compared to a 146.1% execution last fiscal year
 - While this is not in line with a straight-line assumption, advertising can be very nonlinear through the fiscal year
 - The budget is over-expended; this item needs to be watched
- Contracted Services has \$1,300 – well under budget

Overview

The fund was performing well. Then COVID-19 hit. It seems revenues are done for the year – it will depend when the County is allowed to open. There are some expenses past the budgeted expectation so these should be watched very carefully going forward. The cruise season appears to have been cancelled and this is a major contributor to admissions. Going forward, the best position is to minimize unnecessary expenses while taking advantage of the time to implement improvements that have not had time to be completed.

Museum
Monthly Financial Report
Fiscal Year 2020 - April 2020

Filters

Fd	211
Cat	(Multiple Items)

		Data						
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year	
				Budget Executed	Budget Executed	Year % Change		
Revenue								
MUSEUM								
NON-DEPARTMENTAL RESOURCES-R								
MUSEUM NON OPERATING RESOURCES-R								
BEGINNING FUND BALANCE-R								
BEGINNING FUND BALANCE	86,483	83,145	99,845	96.1%	111.8%	-16.7%	(16,699.74)	
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	144,828	144,828	142,775	100.0%	100.0%	1.4%	2,053.00	
BEGINNING FUND BALANCE-R Total	231,311	227,973	242,620	98.6%	104.5%	-6.0%	(14,646.74)	
INVESTMENT EARNINGS-R								
INTEREST EARNED	3,600	4,652	3,531	129.2%	176.5%	31.8%	1,121.14	
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	462	1,444	#DIV/0!	#DIV/0!	-68.0%	(982.24)	
INVESTMENT EARNINGS-R Total	3,600	5,114	4,975	142.1%	248.7%	2.8%	138.90	
TRANSFERS IN-R								
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-	
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-	
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-	
MUSEUM NON OPERATING RESOURCES-R Total	257,411	255,587	270,095	99.3%	105.3%	-5.4%	(14,507.84)	
NON-DEPARTMENTAL RESOURCES-R Total	257,411	255,587	270,095	99.3%	105.3%	-5.4%	(14,507.84)	
ADMINISTRATION-R								
MUSEUM OPERATING EXPENDITURES-R								
LICENSES FEES & PERMITS-R								
ADMISSIONS	28,000	24,544	20,667	87.7%	91.9%	18.8%	3,876.70	
MEMBERSHIPS	8,000	8,470	8,118	105.9%	124.9%	4.3%	352.00	
MERCHANDISE SALES	3,000	2,381	2,373	79.4%	79.1%	0.3%	7.85	
LICENSES FEES & PERMITS-R Total	39,000	35,394	31,157	90.8%	97.4%	13.6%	4,236.55	
INTERGOV'T REV - NON SINGLE AUDIT-R								
DALLES CITY-MUSEUMS	22,500	18,750	15,000	83.3%	66.7%	25.0%	3,750.00	

Museum
Monthly Financial Report
Fiscal Year 2020 - April 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	18,750	15,000	83.3%	66.7%	25.0%	3,750.00
MISCELLANEOUS-R	-	1,012	2,522	#DIV/0!	#DIV/0!	-59.9%	(1,509.87)
CHARGES FOR SERVICES-R							
N WASCO PUD	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CHARGES FOR SERVICES-R Total	18,565	-	-	0.0%	#DIV/0!	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	4,965	2,047	76.4%	31.5%	142.6%	2,918.82
MUSEUM OPERATING EXPENDITURES-R Total	86,565	60,122	50,726	69.5%	83.2%	18.5%	9,395.50
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	60,122	50,726	69.5%	83.2%	18.5%	9,395.50
MUSEUM Total	343,976	315,709	320,821	91.8%	101.0%	-1.6%	(5,112.34)
Revenue Total	343,976	315,709	320,821	91.8%	101.0%	-1.6%	(5,112.34)
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	31,244	29,544	73.0%	75.3%	5.8%	1,700.60
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	5,910	6,577	118.2%	146.1%	-10.1%	(666.06)
BLDG REPAIR & MAINT	6,000	6,756	31,195	112.6%	156.0%	-78.3%	(24,438.89)
BOOKS	1,300	659	1,343	50.7%	447.8%	-51.0%	(684.79)
CONTRACTED SERVICES	19,565	1,300	-	6.6%	0.0%	#DIV/0!	1,300.00
COPIER - LEASE & MAINTENANCE	500	797	745	159.4%	149.1%	6.9%	51.50
DUES & SUBSCRIPTIONS	350	-	-	0.0%	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	919	525	183.8%	105.0%	75.1%	394.08
MAINTENANCE - GROUNDS	7,500	7,075	3,921	94.3%	52.3%	80.4%	3,154.11
MUSEUM EXPENSES	1,500	2,505	1,279	167.0%	94.7%	95.9%	1,226.78
POSTAGE	500	440	310	88.0%	62.0%	41.9%	130.00
SUPPLIES - FOREST SERVICE	2,000	1,172	2,359	58.6%	118.0%	-50.3%	(1,187.18)
TELEPHONE	1,250	981	1,034	78.5%	82.7%	-5.1%	(52.72)
TRAINING & EDUCATION	1,000	-	100	0.0%	10.0%	-100.0%	(100.00)
UTILITIES	10,000	5,232	6,374	52.3%	63.7%	-17.9%	(1,142.22)
OUTSIDE PLANT MAINTENANCE	500	(40)	-	-8.0%	0.0%	#DIV/0!	(40.00)
SUPPLIES - MERCHANDISE	100	103	607	102.9%	607.5%	-83.1%	(504.56)
MATERIALS & SERVICES-E Total	58,065	33,810	56,370	58.2%	81.5%	-40.0%	(22,559.95)

Museum
Monthly Financial Report
Fiscal Year 2020 - April 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Budget Executed	Budget Executed	Year % Change	
CAPITAL OUTLAY-E	6,500	95	-	1.5%	0.0%	#DIV/0!	95.00
MUSEUM OPERATING EXPENDITURES-E Total	107,338	65,150	85,914	60.7%	74.8%	-24.2%	(20,764.35)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	65,150	85,914	60.7%	74.8%	-24.2%	(20,764.35)
MUSEUM Total	107,338	65,150	85,914	60.7%	74.8%	-24.2%	(20,764.35)
Expense Total	107,338	65,150	85,914	60.7%	74.8%	-24.2%	(20,764.35)