

AGENDA MUSEUM COMMISSION

May11th, 2021 6:00 PM

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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Daliea - Mike - Julie - ~~Loyal~~
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County, Administrative Services Director

Mary Davis and Denise Dietrich-Bokum, Foundation Ex-Officios

Cal McDermid, Director

MATERIALS- (will be addressed per agenda, below)

AGENDA

MARCH MINUTES

APRIL MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL REPORT AND NOTES

HARMON BRO. BID FOR CONCRETE WALL

NEW BUSINESS:

- Julie Reynolds welcome
- Director's Report - **attached**
- Foundation Report - **attached**
- Financial and Treasurer reports- **attached**

OLD BUSINESS:

- **Vote** Harmon Bro. bid to paint concrete wall -**attached**
- **Vote on March, April Minutes-** **attached**

NEXT MEETING: Via Go-To Meeting June 8th, 2021

Fort Dalles Museum and Anderson Homestead Meeting
Tuesday, May 11th, 2021
Via Go to Meeting
Minutes

The meeting was called to order at: 6:07 pm

Roll Call

Elizabeth Wallis- President, Eric Gleason- Vice President, Dalia Thompson- Secretary/Treasurer, Julie Reynolds, Mike Wacker, absent and excused Loyal Quackenbush

Approval of the agenda

Dalia Thompson made a motion to approve the agenda, Julie Reynolds seconded it, motion carried.

Members of the public and comments

Mike Middleton- Wasco County Finance Director, Matthew Klebes- Wasco County Administrative Services Director, Mary Davis- Museum Foundation Ex-Officio, Denise Dietrich-Bokum- Museum Foundation Ex-Officio.

Eric Gleason – Vice President joined at 6:12 pm

New Business

Julie Reynolds – Welcome

Julie Reynolds was appointed to the commission by the Mayor last night at City Council.

Director's Report for May 2021- Cal McDermid, FDMAH Director- attached

Cal would like to expand to Friday, Saturday, and Sundays. Cal thinks the newly recruited volunteers will be able to handle these extra open days.

There have been some problems with boats passing The Dalles and stopping in Hood River. It's been difficult for coordination to occur with all the changes.

When the boat docks in Hood River, the passengers are then bused to the Museum. Cal is not sure if that is a mistake or if it is a change of policy for the boats to now dock in Hood River.

Flower Planting is relevant to Directors report- Julie and Reynold's and Mike Wacker's thoughts about using plants for medicinal purposes. Columbines may also be a good choice. Cal would like something bright and cheery.

Foundation Report- attached Mary Davis read the report.

Stake Out Committee. Discussion regarding the change of design for the transportation building. Eric Gleason reported that the area targeted for digging is an archaeological area. If we excavate, on an already established archaeological site, we have to establish what is potentially there, the state preservation agency requires it. Eric has been working with people in White Salmon; he is trying to get most of the archaeological work done by volunteers.

Mike Wacker and Daliae suggested we could try to put some plywood up to keep the elements off the Umatilla Omnibus and Wagons. Elizabeth asked about UV windows, Eric suggested canvas blinds. Elizabeth asked Eric Gleason to think about ideas to protect these wagons. Elizabeth suggested we look at options to help mitigate further damage to the wagons.

Cal McDermid had an idea, where we would remove some of the lesser vehicles, which would allow room to turn the Umatilla Omnibus and push it into the shade and cover them with canvas for the winter.

Julie suggested an awning. Julie suggested asking about putting the Umatilla Omnibus in an empty downtown showroom. Matthew Klebes, Wasco County stated he knew of the owner of the former Griffith Motors building and could possibly contact her.

Eric stated some of the wagons could be moved by flatbed. He thought we might have trouble finding a building with a high enough door to take the Omnibus.

Elizabeth would like Cal to work with Matthew to try to find a place for the wagons downtown The Dalles for the summer, then also look at contacting the Hood River museum.

Eric Gleason would like to see us explore sun mitigation strategies for the summer, and then explore WAM for the winter. Eric will be there on Friday to explore options.

Elizabeth would like us to reconvene this conversation at our June meeting and come up with a decision on the storing of the vehicles.

Matthew suggested that we attempt to contact MCMC regarding their building

which was NORCO. Julie Reynolds suggested putting something over our lesser items from the wagon shed there, making room to turn the Omnibus within the shed, further protecting it from sun.

Cal mentioned that the window washing bid came in \$1200.00 Elizabeth asked if the Foundation could afford the window washing. Both Denise and Mary stated that they could afford the window washing cost, the inserts, and still have funds left over.

Daliea made the motion to approve the window washing bid Eric Gleason seconded it. The motion carried. Mike suggested the windows be cleaned right before the inserts are placed on the windows.

Financial and Treasurers Report- attached

Mike was in the budget meeting today. Mike has reported that the Museum's budget expansion package was approved. Mike presented an 83 slide Power Point presentation. Our budget expansion is \$12,500.00 from the county and the \$12,500.00 from The City of The Dalles.

We had approval to move \$9000.00 to cover contracted services. We need to control expenses for the rest of the year to stay on track.

Elizabeth Wallis wanted to talk about two items from the April meeting. Elizabeth agreed to obtain a bid for the concrete wall.

Cal has bought a LED light fixture for the sewing room and kitchen. Cal stated he would have the light fixture installed by East Cascade and we don't have an estimate.

Mary and Cal are talking about a leaning Pine in the alley. Cal was going to contact The City of The Dalles. Cal has contacted the city.

Eric is having difficulty in finding rope for the chinking of the barn. However he was able to find some and will try to check it out on Friday.

Denise mentioned that the Anderson House floor between kitchen and sewing room feels spongy. Eric will also look at this on Friday.

Old Business

Vote on Terray Harmon bid to paint wall - attached. Daliea suggested that we wait until after July 1, 2021. Elizabeth will contact them and ask them to please

put us on the schedule for July or August. Elizabeth stated we will have a later meeting about color.

Vote on March, April minutes- attached

Daliea made the motion to approve the March minutes as presented, Mike seconded it. Motion passed.

Julie Reynolds asked that the spelling be checked in the April minutes, they were actually correct in the minutes. Julie made the motion to approve the April minutes as presented, Daliea seconded it, motion passed.

Mike Wacker mentioned how appreciative he was that Mike Middleton and Matthew Klebes attend our meetings. Elizabeth Wallis concurred that their involvement was instrumental to our success. Also, Mike Middleton has been walking up to the Museum each week to get the billings and revenue. Thank you Mike!!!!

Elizabeth offered to help come up with additional ideas to protect the wagons.

The meeting was adjourned at 7:37 pm

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
April 2021 DIRECTOR'S REPORT
For May 11, 2021, Museum Commission Meeting

A report taken from the daily logs for the month of April 2021:

Admissions collected in April: 249.00.

Cruise Ship admissions in April: 0

Friendship renewals for April \$ 0.00.

Donation \$ 28.00

Total Volunteer Hours for April: 160

The Granary was cleaned and organized. The display at the open door was cleaned up and rearranged so that we can start opening that door when we have guests.

I was on the radio with Denise catching people up with what is happening at the Fort and Homestead. Always asking for volunteers.

Work is continuing on the grounds. The grass that was damaged during the windstorm is coming in nicely. More tree stumps have been ground out. Julie Reynolds and Mike Wacker are working on ideas for planting the flower beds by the front gates and the Surgeon's Quarters.

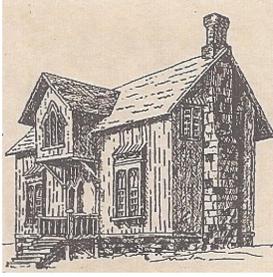
We have three new exhibits, Photo portraits of Jacob and Sarah Fritz. Jacob was the last Quarter-Master of Fort Dalles and he became the first caretaker along with his wife Sarah. These portraits are in the parlor.

A new Chinese Exhibit is in the Dining Room.

In the western room up-stairs we have gathered items that tell the story of Jake Grossmiller, long time cowboy and Fort Dalles Museum friend.

Work continues on recruiting new volunteers. It will help when we have regular hours of operation.

Cal



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

FDMAH Monthly Report
April 2021

Fundraising/Projects

\$115 Campaign: Donations rec'd to date total \$12,227.50. Invoice from Indow is \$7,900+ and that includes downstairs SQ and Anderson House. We're holding payment until Eric returns home to verify that all measurements are correct. Window cleaning was considered by the Foundation to be within the scope of work, and Cal has already requested quotes from several vendors.

WCCT Sign Grant: We are in the procurement phase. Check was mailed to Franklin Bronze Plaques and our project is in the production queue. Typical lead time is 4-6 weeks. The plywood for mounting on the Guardhouse bars was far more expensive than price we used in January. Eric procured the plywood, and it is being stored until we are ready to cut & mount.

Financial/Grants

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

Volunteer

Volunteer Hours (Museum support) for April were 97.50, est value (97.50 x \$20) \$1,950.

PR/Marketing/Promotion

Cal McDermid and Denise Bokum appeared on the KODL Coffeebreak in April 2021 and will appear again in May (note: due to Cruise ship arriving, Cal may request a substitute). It was nice to have Cal back on the air, although the "fill ins" did a great job the past few months.

Design Charrette/New Vehicle Stakeout

Randy Kaatz, Dale, his staff designer/drafter, met with Dennis and Loyal at the museum. They took plan dimensions of the existing open storage building and the proposed Vehicle Storage Building. They also took vertical measurements, using a laser, so they could generate accurate contours. This will assist in preparing a Site Plan and ultimately assist in evaluating the replacement building. They are also considering using the existing foundation.

Other

We have not had any or enough PayPal donations to determine if the changes to the functionality are working or improved the reporting. The next Foundation meeting is Mon, May 17.

Submitted,
Denise Dietrich-Bokum
Mary Davis
05/07/2021

Financial Notes for Museum – April 2021

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

Revenues

- Due to COVID – revenues are down considerably
 - \$1,668 in admissions compared to \$24,544 last year at this time
 - No change from December
- Memberships are down significantly
 - Due to COVID and staffing issues this is executing at 33.1% instead of the 105.9% from last fiscal year
 - \$5,265 down compared to last fiscal year at this time
 - In March, the gap increased by \$1,485
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
- Interest for April has not been allocated yet
 - Interest is down significantly – LGIP dropped to 0.60% in January; last year at this time it was 2.75%
- Total revenue (resources) down \$26,357 from last year at this time
 - Includes the beginning fund balances – if removed from consideration revenues are down \$39,835

Expense

- Personnel is executing at 79.2%, which is within the straight-line budget expectation
 - All Personnel has been posted for April
- Building Repair & Maintenance is \$20,010 compared to \$6,756 last year at this time
 - This is due to the wind damage repair work
- Contract Services has executed at 161.8% already - \$16,185
 - \$6,600 crane rental for tree work
- Advertising is 91.9% - \$4,597; based on last year's costs – this is \$1,024 better than last year
 - No change from March
- Grounds Maintenance – only \$4,166 to date compared to \$7,075 last fiscal year
 - \$350 per month, if this holds this will total to \$4,800 by June 2021; big improvement over last year
 - Side note – the savings here could be considered to make up for the spending on Immense Imagery showing in the Contracted Services
- All other expenses are within the budget expectations
- Total M&S expense is \$52,641 – or 108.2% of appropriation for M&S
 - The Budget Change for \$9,000 was approved by the BOCC – just not posted in April
 - Changes M&S overall to 91.7%

- Overall expense would be 86.2% considering Personnel, M&S & Capital

- **Summary**

The BOCC approved the Budget Change to utilize \$9,000 of the Contingency funds. Since it was approved in May, it will be posted in May. This will raise the current available budget to \$100,024. Effectively, this means that as of 4/30/2021 the Museum has \$13,805 available to spend. This should last the 2 months remaining. Personnel will use \$6,720 of this. That leaves \$7,085 for M&S in May & June. Grounds should be \$700, Utilities - \$850 leaving \$5,535 uncommitted. Last year for May & June, the Museum spent \$15,500 on Personnel & M&S. During the COVID slowdown, this spending level should be achievable. If an expense can wait to be incurred until July 1st, I would suggest it be deferred until then.

Other notes of fiscal interest

The Budget Committee will be meeting on 5/11/2021 at 9am. The link to the Zoom meeting is on the website. The Budget Expansion request for \$12,500 from the County (& matched by The Dalles) is part of the process. It is a very small part and will be presented near the end of my 80 slide Power Point presentation. It has the recommendation of the Budget Team & the Management Team. It will NOT be controversial. I fully expect it to be added into the budget – the leverage effect of The Dalles also assisting is very helpful. Feel free to attend as all are invited. I do not believe it will be necessary to be there to testify or “sell” the Budget Expansion. It is reasonable and very easy to justify and the funds are available. Actually, this means the meeting will have been before the Museum Commission meeting. I will provide a debrief to the Museum Commission if desired.

Museum
Monthly Financial Report
Fiscal Year 2021 - April 2021

Filters	
Fd	211
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current			Current Year - Prior Year
				Budget Executed	Prior Year Budget Executed	Year to Year % Change	
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	107,287	96,623	83,145	90.1%	96.1%	16.2%	13,478.06
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	143,133	143,158	144,828	100.0%	100.0%	-1.2%	(1,670.45)
BEGINNING FUND BALANCE-R Total	250,420	239,781	227,973	95.8%	98.6%	5.2%	11,807.61
INVESTMENT EARNINGS-R							
INTEREST EARNED	4,992	1,610	4,652	32.3%	129.2%	-65.4%	(3,041.94)
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	462	#DIV/0!	#DIV/0!	-100.0%	(461.84)
INVESTMENT EARNINGS-R Total	4,992	1,610	5,114	32.3%	142.1%	-68.5%	(3,503.78)
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	277,912	263,891	255,587	95.0%	99.3%	3.2%	8,303.83
NON-DEPARTMENTAL RESOURCES-R Total	277,912	263,891	255,587	95.0%	99.3%	3.2%	8,303.83
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	13,000	1,668	24,544	12.8%	87.7%	-93.2%	(22,875.75)
MEMBERSHIPS	9,000	2,980	8,470	33.1%	105.9%	-64.8%	(5,489.50)
MERCHANDISE SALES	1,200	143	2,381	11.9%	79.4%	-94.0%	(2,237.85)

Museum
Monthly Financial Report
Fiscal Year 2021 - April 2021

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	
LICENSES FEES & PERMITS-R Total	23,200	4,791	35,394	20.7%	90.8%	-86.5%	(30,603.10)
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	16,875	18,750	75.0%	83.3%	-10.0%	(1,875.00)
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	16,875	18,750	75.0%	83.3%	-10.0%	(1,875.00)
MISCELLANEOUS-R	-	-	1,012	#DIV/0!	#DIV/0!	-100.0%	(1,012.18)
CHARGES FOR SERVICES-R	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	3,795	4,965	58.4%	76.4%	-23.6%	(1,170.47)
MUSEUM OPERATING EXPENDITURES-R Total	52,200	25,461	60,122	48.8%	69.5%	-57.7%	(34,660.75)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	52,200	25,461	60,122	48.8%	69.5%	-57.7%	(34,660.75)
MUSEUM Total	330,112	289,352	315,709	87.7%	91.8%	-8.3%	(26,356.92)
Revenue Total	330,112	289,352	315,709	87.7%	91.8%	-8.3%	(26,356.92)

Expense

MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,392	33,578	31,244	79.2%	73.0%	7.5%	2,333.83
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	4,597	5,910	91.9%	118.2%	-22.2%	(1,313.54)
BLDG REPAIR & MAINT	8,000	20,010	6,756	250.1%	112.6%	196.2%	13,253.84
BOOKS	-	-	659	#DIV/0!	50.7%	-100.0%	(658.55)
CONTRACTED SERVICES	10,000	16,185	1,300	161.8%	6.6%	1145.0%	14,884.99
COPIER - LEASE & MAINTENANCE	1,032	742	797	71.9%	159.4%	-6.9%	(54.99)
DUES & SUBSCRIPTIONS	-	100	-	#DIV/0!	0.0%	#DIV/0!	100.00
EQUIPMENT - REPAIR & MAINTENANCE	500	331	-	66.2%	0.0%	#DIV/0!	330.97
MAINTENANCE - GROUNDS	7,500	4,166	7,075	55.5%	94.3%	-41.1%	(2,909.52)
MUSEUM EXPENSES	1,500	246	2,505	16.4%	167.0%	-90.2%	(2,259.63)
POSTAGE	500	110	440	22.0%	88.0%	-75.0%	(330.00)
TELEPHONE	1,250	914	981	73.1%	78.5%	-6.8%	(67.17)
TRAINING & EDUCATION	500	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	4,404	5,232	44.0%	52.3%	-15.8%	(827.52)
OUTSIDE PLANT MAINTENANCE	250	486	(40)	194.3%	-8.0%	-1314.6%	525.85
SPECIAL EVENTS	500	-	919	0.0%	183.8%	-100.0%	(919.07)
SUPPLIES - MUSEUM	2,000	350	1,172	17.5%	58.6%	-70.2%	(822.42)

Museum
Monthly Financial Report
Fiscal Year 2021 - April 2021

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	
SUPPLIES - MERCHANDISE	100	-	103	0.0%	102.9%	-100.0%	(102.92)
MATERIALS & SERVICES-E Total	48,632	52,641	33,810	108.2%	58.2%	55.7%	18,830.32
CAPITAL OUTLAY-E	-	-	95	#DIV/0!	1.5%	-100.0%	(95.00)
MUSEUM OPERATING EXPENDITURES-E Total	91,024	86,219	65,150	94.7%	60.7%	32.3%	21,069.15
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	91,024	86,219	65,150	94.7%	60.7%	32.3%	21,069.15
MUSEUM Total	91,024	86,219	65,150	94.7%	60.7%	32.3%	21,069.15
Expense Total	91,024	86,219	65,150	94.7%	60.7%	32.3%	21,069.15

PROPOSAL

TERRAY HARMON PAINTING

1340 - West 10th
THE DALLES, OREGON 97058
(541) 993-1371

PROPOSAL SUBMITTED TO Fort Dalles Museum Commission		PHONE	DATE 4-20-21
STREET 500 W 15th & Garrison		JOB NAME	
CITY, STATE and ZIP CODE The Dalles, OR 97058		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Staining all concrete retaining wall.

- Pressure wash ALL surface to stain
- Stain with concrete type stain finish
- Natural color tone, to be determined
- All product included

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ 750.00).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____