

AGENDA
MUSEUM COMMISSION
May 9th, 2023 6 p.m.
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

- COMMISSIONER ROLL CALL: Elizabeth - Eric - Mike - Julie - Traci - Paulette

MEMBERS OF THE PUBLIC & COMMENTS

Marla, member of the public, potential Commissioner
Denise Dietrich-Bokum, Foundation Ex-Officio
Crystal Davis-Ross, Museum Coordinator
Gayle Diamond, Secretary - At - Large
~~Ali Postlewait, Wasco County Administrator~~
~~Mike Middleton, Wasco County Finance~~

MATERIALS- (will be addressed per agenda, below)

AGENDA

APRIL MINUTES

FOUNDATION REPORT

FDM Agenda 5.9.2023

~~FINANCIAL REPORTS~~

MUSEUM COORDINATOR REPORT
ITEMS FOR POTENTIAL DONATION

ACCESSION POLICY

TRAINING FLYER

VEHICLE BUILDING COMMITTEE REPORT

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- April Minutes (**vote**)
 - Updates on narratives (Julie?)
 - Accession policy (Paulette) (**vote**)
 - Loaning items (Paulette)

NEW BUSINESS:

- Introduction of Marla (Marla)

- County offering training for Board Members (Eliz for Ali)
- Museum Coordinator Report (Crystal)
- Items offered for donation (Crystal)
 - Wagon wheel (**vote**)
 - Beaded purse (**vote**)
- Foundation Report (Denise)
- Update from the Building Committee (Eric and Traci)

NEXT MEETING: June 13th, 2023



Commission Meeting – May 9, 2023
Meeting Minutes

1. ROLL CALL

Commissioners Present:

Elizabeth Wallis, Traci Griffiths, Julie Reynolds, and Mike Wacker.

Absent and excused: Paulette Brook and Eric Gleason.

Staff:

Crystal Davis-Ross, Museum Coordinator

Members of the Public:

Marla McNary

Foundation Ex-Officio Denise Dietrich-Bokum

Secretary-at-Large Gayle Diamond

2. CALL TO ORDER

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

3. OLD BUSINESS

A. Review and Approval of Agenda

Julie made a motion to approve the agenda, with Traci seconding. The motion carried.

B. Approval of April 11, 2023 Minutes

Sue Buce provided more information than what was verbally addressed at the meeting which included reference to some material that she had provided. Since the NAGPRA situation might get complicated, she wanted the minutes to be comprehensive so that material had been included in those meeting minutes. There were also some minor typographical errors and spacing issues which have been corrected. Traci made a motion to approve the minutes as amended, seconded by Julie, and carried.

C. Potential New Commission Member

Elizabeth addressed the potential new Commission member, Marla McNary, who proffered her background involvement with the Ft. Dalles Museum. She and Suzanne Murray had been going through some of the items in the closets, with the end result being that a lot of the quilts were put on the bed in the Anderson House because the Museum does not have adequate storage for them. Elizabeth informed Marla of the structure of the Commission, i.e. meeting dates and times, etc., and invited her to a second meeting of the Commission to confirm her interest in becoming a Commissioner.

D. Museum Coordinator Report

Regarding the rental policy, Elizabeth said that she had heard back from Ali at the County who told her the County has a boilerplate rental agreement that all county departments use. Ali would like the Ft. Dalles Museum to use that and then include its museum specific things as additional addendums. The rates will not be changed. Elizabeth will coordinate with Crystal and Ali to finalize the changes and submit it to the County.

The smoke detectors in the Surgeon's Quarters do not fall under the Fire Department. There was a recent situation where the smoke detector went off (because of a low battery), and there needs to be a review of the smoke detectors to make sure they are functioning and adequate. Crystal will contact the Fire Marshall about doing a review of the detectors.

Regarding adding cameras to the Anderson House, Elizabeth said she and Crystal had been talking to the County, but there was little progress in the situation. Elizabeth said the internet at the Anderson House is not very robust, and it makes cameras not terribly functional and the museum can't boost the Internet without the county's help. The issues with not having viable cameras are 1) people stealing things (the donation box); 2) potential vandalism; and 3) staff's personal safety. Andrew from County IT has been invited to the June commission meeting to talk about the camera and internet issue. The Commission needs to urge the County to address this because now is the beginning of the Museum's peak visitor season. Crystal said she isn't comfortable opening up the Anderson House without back-up available at the Surgeon's Quarters; if a visitor wants to see the Anderson House, she locks up the SQ to go with them and if there are visitors in the SQ, she asks them if they're interested in seeing the Anderson House. There was consensus that documentation of turning visitors away from portions of the property be undertaken to underscore to the county the situation they are putting the Museum in. The main issues are protecting the people, protecting the buildings, and protecting the property. The county needs to know the risk the Museum is taking in opening portions of the museum because it hasn't been provided the tools that it needs, but is opening it because that's how it's advertised.

Regarding hiring another docent, Mike Middleton told Crystal there is no progress on that. Crystal had a mom and her daughter come to the museum. The young lady is in her last term of museum studies in Ellensburg, and she was very interested in volunteering this summer. Crystal explained there was a possibility there could be a part time job that could lead into a full time job. Elizabeth and Crystal are going to talk to this young woman and then present it to the County in June and ask the County to make an additional position part of the budget for 2024.

E. Items Offered for Donation

Crystal said the Museum had been offered a wagon wheel that supposedly came across the country on the Oregon Trail, but she says the museum has wagon wheels of its own and should decline the offer. Another item that was presented is a beaded Indian bag in good condition that reportedly was traded for at Celilo. Julie wondered if Eric should know about the offered wagon wheel in case we need to repair anything on current vehicles, but Crystal said there were already wagon wheels hanging on the walls and the offered one wasn't in very good shape. Julie made a motion, seconded by Traci, to accept the beaded bag. Motion carried. The offer of the wagon wheel was declined.

F. Regarding the narratives for the screen, Julie said the projects in the Cultural Trust Grant are quite separate. One part is scanning the originals and making them into little books for people to read, and the second project is the transcription of the handwritten meeting minutes from the Old Fort Dalles Historical Society which she, Paulette and Gayle Diamond are working on. Some of the items that Julie had uncovered that are relevant to the NAGPRA are a donation of a scythe and a churn, a small bone, three pestles, a canoe anchor, a doughnut stone, and a hammerstone. Jeanne Hillis of Petroglyph fame had stated that The Dalles Rock and Mineral Club donated a rock collection and will also help to label the same. Mrs. Hillis had ended a meeting with the Celilo Indians and learned that they petitioned the agency for a new longhouse. Actual bones used in an Indian stick game were shown, which may be in the Museum's collection, along with a horse beaded breastplate, and decorative rear apron on loan to the Winquatt Museum. In another entry it says approval was given to Mrs. Hillis to purchase an Indian bag which belonged to the former chief Tommy Thompson. She said that's about as much as can be identified because the notes were not very detailed. It's difficult to know if there are receipts for any of these things, but at least it provides an idea of where they came from. Regarding a TV video for the displayed artifacts, Crystal will buy a Smart TV with USB ports and the narrative will be on a thumb drive.

Elizabeth said Ali had sent out an email about a free training session at the end of May, which she had forwarded to the Commission members. Crystal is required to attend and Elizabeth said she would be going as well. By consensus, Gayle Diamond's appointment as Secretary-at-Large was approved.

G. Update from The Building Committee

Randy provided his assessment of the scope of repairs needed to make the Open Vehicle building structurally sound, protective of the wagons, and functional for staff and the visiting public. The committee will continue to explore cost, feasibility, repair and improve the existing open vehicle building, the cost and feasibility of making repairs and permits to the existing enclosed vehicle building that would better protect, preserve and display the Museum's collections. By exploring all these options, the Commission could make informed decisions about how best to spend the Martin donation, raise additional funds to conserve, preserve and display the historical vehicle collection. Randy suggested that the Building Committee get in touch with local building officials to get a better understanding of what the range of options were for both buildings and what will be required for any improvements that are made. Eric said he had met with Ms. Cook at the City of The Dalles Planning Department to review the project and determine what needed to be done to meet the city requirements. The process is: 1) complete the application that she mailed; 2) submit an application for the Historic Landmarks Commission by June 7; 3) present at the Historic Landmarks Commission meeting on June 28; and 4) Prepare for the state Historic Preservation Office review. There was much discussion about the various suggested alterations to the buildings. Mike asked if it was worth asking Eric and Randy to move forward with some sketches in order to go forward with any of the alterations, since hard costs and proof of plan are needed. Julie said it looked like the really basic things would first be addressed, and then the more decorative things, like a mural inside and sheathing inside which could maybe be delayed. Denise said there was a foundation meeting on Monday and she will bring this up.

H. Foundation Report

Denise said she would know more after their meeting on Monday. The weather is finally cooperative, so a time can be established to repaint the wood. Grants are in process, and they are still working on the humidity monitors and shovel ready projects. A member resigned so they need to recruit two or three more, especially with the NAGPRA situation; she would like to see the Foundation fully staffed.

The Ft. Dalles Museum Commission's next meeting is scheduled for June 13, 2023, at 6:00 p.m.

MEETING ADJOURNMENT

The meeting was adjourned at 7:07 pm.

Respectfully submitted,
Gayle Diamond
Fort Dalles Museum Board Secretary-at-Large

News from the Fort May 2023

The Cherry Festival was a Success. We spoke with lots of people, gave them directions to the fort, and talked about volunteering. Thanks to Paulette, Mike, Denise, Myron, Marla and her husband, Dustin and family, and my husband for all the hard work to pull this off.

I would like to propose that we add cameras to the Anderson house rooms. When I am at the fort alone I worry about the Anderson house, I open the house for tours and I have to go on faith that nothing is broken, or taken when I can't see. If we had cameras it would enable us to see who is inside at any given moment and what is going on. It's just a matter of time before something goes missing. In order to do this we need to install or increase the internet connectivity in the Anderson House, this is infrastructure to our security systems. I have met with Ali Postalwait and she let me know that Andrew is working on this and there are many moving parts so it could take a while.

We should replace the smoke detectors in the Surgeons Quarters. The ones we have are no longer sold and we do not know if they are audible or where the alarm is sent. We could replace them with wireless alarms like we have in the Anderson House. These are installed by Asset and would cost \$98.00 install and \$108.00 per unit and we would need 8.

With the return of the American Cruise line boats, we will have 60 more boats after all. We have received the information on the first of these boats. It will be here Sunday 5/7 and will be bringing people up from 2-5PM this is a bit different from last year. We will make it work.

Our scheduling software tracks when our volunteers work, it also tracks those volunteer hours. So docents on the calendar no longer need to record their hours on the clipboard. Only the non-docent or volunteers that drop in will have to sign in on the clipboard.

During April We had a visit from a mom and her daughter, the daughter Shelby Hill is finishing up her Museum studies Degree at Central Washington University. I spoke with Shelby about volunteering and getting a possible part time position here with the position growing into full time when I retire. She was very interested and when I told Shelby's mom that I was a county employee with Benefits and retirement she assured her daughter that was a really good deal. I have Shelby's phone number and will be checking in with her towards the end of May.

Fort Dalles Museum Facility Rental Agreement

This Rental Agreement is made and entered into on _____, 20____ by and between Fort Dalles Museum-Anderson Homestead Foundation (“Fort Dalles Museum”) and _____ (“Renter/s”).

Facilities to be rented: See attached application

Group Size: _____

Event: _____ Event Dates and Times: _____

Rental Rates: _____

- Any group in excess of 25 shall be assessed an additional cleaning fee of \$250.00.
- This additional cleaning excludes non-profit organizations.

Whereas, Renter desires to rent a portion of the above facilities from Fort Dalles Museum on the terms and conditions set forth herein and Fort Dalles Museum is willing to rent the facilities on such terms and conditions;

NOW, THEREFORE, in consideration of the mutual promises set forth herein and in the Fort Dalles Museum policies that follow, and other good and valuable consideration, the parties agree as set forth below:

1. **Facilities: Event, Date, Rate** – Fort Dalles Museum shall make a portion of the above-named facilities available for purposes of the Event. This use shall be non-exclusive. Upon signing of the Contract and payment of the required deposit, the building/s named above shall be reserved for Renter for the dates and rates shown above.
2. **Time of Rental** – Rentals including use of the building from 4 pm – midnight. Guests, vendors and personal belongings must be out of the building by midnight. Failure to vacate the building(s) by midnight will result in a \$300 fine per hour after midnight.
3. **Outdoor Activities** – For the respect of Fort Dalles Museum guests and neighbors, quiet hours begin at 9:30pm. Outdoor receptions are allowed only when the entire facility is reserved exclusively by the renter. Under these circumstances, outdoor music must end by 9:00 pm.
4. **Deposits and payment**– A deposit equal to 50% of the total rate is required to secure your date and must be sent back with this signed agreement within 10 days from the date the contract was generated. Fort Dalles Museum requires a confirmation of attendance at least two weeks in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. It is understood that the renter shall pay the full balance of the rental amount at the time of check-in.
5. **Cancellations** – Should you choose to cancel your event a \$50 handling fee will be charged. In addition, the following schedule applies for refunds.

<u>Amount of time prior to event</u>	<u>Amount of deposit returned (less handling fee)</u>
more than 30 days	100%
3 - 29 days	50%
3 - 14 days	25%
Less than 3 days	0%

6. **Damage Deposit**- A refundable \$250.00 damage deposit is required 14 days prior to the

reservation check-in date. The cost of any missing items, damages or the need for excessive cleaning will be deducted from the damage deposit. Damage deposit will be refunded within one week after the event upon satisfactory inspection of the building/s rented.

7. **Liability Insurance** – Fort Dalles Museum requires that the Renter obtain general liability or event insurance covering the day/s of the event, based on the planned activities, with limits no less than \$2,000,000.00. A certificate of insurance and a policy endorsement naming **Fort Dalles Museum and Wasco County** as an additional insured as the owner/operator of Fort Dalles Museum shall be provided to Fort Dalles Museum at least 14 days prior to the day of the event. Event insurance can be purchased through our insurance provider. This policy is to cover all activities on the property including, liquor, food, music, lighting, etc., for the dates of the Agreement. Please contact us for information.

8. **Alcohol** - If alcohol is being served, the guest must comply with applicable liquor laws. If alcohol is being sold, in any manner, the guest is to contact the State for applicable liquor permit requirements. If a permit is required, the guest must provide the Fort Dalles Museum in advance of the reservation with a copy of the permit and proof of liquor liability insurance naming Fort Dalles Museum as an additional insured at least one month in advance of reservation. **Any minors or visibly intoxicated individuals in possession of alcoholic beverages on the premises shall result in the immediate closure of Permittee's activities and will result in immediate cancellation of the Event. We reserve the right to handle such behavior at our discretion, including (but not limited to) removal from the property, charging a fine, and/or notifying the Sheriff Office. Client shall indemnify and hold Fort Dalles Museum and Wasco County harmless from all liability for improper use of alcohol during the event.**

9. **Indemnification and Hold Harmless** - Renter shall hold harmless, defend and indemnify Fort Dalles Museum and its employees, officers, directors, volunteers and agents (collectively, the "County") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to Renter's use of the Facility or its failure to comply with any of its obligations contained in this Agreement. **Renter shall not violate, or allow to be violated, any Federal, State, or local law, or rules of the County, Museum Board.**
10. **Caterers/Vendors** – The Renter must use a licensed and insured caterer of its choice. A Certificate of Insurance for caterers must be presented to Fort Dalles Museum at least one (1) month prior to the event. The Renter is fully responsible for caterers regarding clean up, removal of personal belongings, and conduct as well as any damage or excessive cleaning for Fort Dalles Museum staff. Renter may be charged and/or lose all claim to refundable damage deposit.
11. **Engineering, Electrical and Audio-Visual** - Special engineering requirements must be specified at least three weeks prior to the event.
12. **Decorations** – No nails, screws or staples can be used on building surfaces or trees.
13. **Force Majeure**- Neither Fort Dalles Museum nor Renter shall be considered in default because of any delays in completion and responsibilities here under due to causes beyond the control and without an fault or negligence on the part of the parties so disabled, including but not restricted to, an act of nature or of a public enemy, civil unrest, volcano, earthquake, fire, flood epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within 10 days from the beginning of the delay, notify the other party in writing of the cause of delay and its probable extent.
14. **Attorney's Fees** – In the event legal costs are incurred to remedy a breach or to enforce or interpret any terms or condition of the Agreement, the prevailing party shall be entitled to receive its reasonable attorney's fees resulting from such remedial action or enforcement.

It is understood and agreed that should your group fail to adhere to all of the above rules and policies and conform to the proper use of the buildings and facilities, Fort Dalles Museum may, at its discretion, terminate this agreement and require the renting parties to vacate the premises (during the event if necessary), forfeiting any and all fees and monies.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Fort Dalles Museum in its sole discretion, and/or all deposits made retained by Fort Dalles Museum. I understand and agree that, in addition, I/we will be responsible and liable to Fort Dalles Museum for any costs exceeding the amount of the retained deposit.

RENTER/S:

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

FORT DALLES MUSEUM

, President

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 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 the Executive Director/Coordinator (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. **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. This document

must be signed by the seller or donor and by the Curator of Collections, Museum Director/Coordinator and an authorized Wasco County Dalles City Museum Commission representative.

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,

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. The Wasco County tax ID number is 93-6002315.

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 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/Coordinator, 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.”) Photographs of the donation should be included in the physical accession file. 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 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/Coordinator when there is not a Curator of Collections). When the Curator of Collections and/or Museum Director/Coordinator 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/Coordinator and the Museum Commission a deaccession recommendation. All deaccessions 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 \$5,000 may be disposed of in any approved manner. Objects with a value of more than \$5,000 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/Coordinator and the Wasco County Dalles City 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
- Disposal Form

shall be signed and countersigned by the Museum Director/Coordinator, 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 appointed representative of the Wasco County Dalles City Museum Commission must sign, since the Museum Director/Coordinator would be acting as the Curator of Collections.

5.3.B.2 A complete record of ALL deaccessions shall be maintained by the 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 artifacts dedicated to the preservation, conservation, education and interpretation of the military, architectural, agricultural, technological and diverse cultural history that is unique to Wasco County, the 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 by the Curator of Collections, Museum Director/Coordinator, and appointed representative of the Wasco County Dalles City Museum Commission 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.

Item for Donation offered by Patti Elliott

Beaded Indian animal skin bag. My grandmother traded for it at Celilo sometime between 1910 - 1915.



My grandmother gave it to my dad and my dad gave it to me. It is in good condition.



I think we should accept this item. It is local and we can display it with our other Native American items in the case in the Dining Room.

Item for Donation Oregon Trail Era Wagon Wheel

Offered by Chris Lente

This item appears to be just like any of the wagon wheels we already have. It is in OK condition. I don't believe we should accept it since we have no good way to display it.



Training for Local Public Officials

May 31, 2023 – 5:30-7:30 p.m.



THE LEAGUE OF OREGON CITIES EXECUTIVE DIRECTOR AND ASSISTANT GENERAL COUNSEL

are providing training on requirements for public officials regarding Public Records, Public Meetings and Ethics.

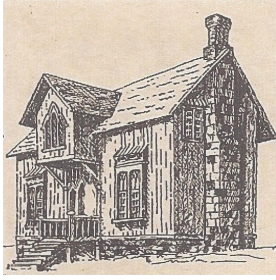
Take advantage of this unique opportunity to be better prepared for your duties as a public official or employee.

Space is limited so please RSVP early by filling out this [form](#) to secure your spot. Direct your questions to Kathy Clark – kathyc@co.wasco.or.us

Training will be held at the Fort Dalles Readiness Center



Sponsored by Wasco County



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
April 2023

Fundraising/Projects

Weather is more cooperative so we can establish a time to restain/paint the wood so that outdoor signs can be mounted for the 2023 season. Finally!

Financial/Grants

Working on information to apply for grant for humidity chambers.

Foundation is interested in reviewing a list of “shovel ready” Museum projects that will need funding. We’ve received a number of inputs for grant opportunities & are creating a spreadsheet with due dates to better organize the efforts.

Volunteer

Volunteer Hours (Museum support) for April were 3.0, est value (3 x \$20) \$60.

PR/Marketing/Promotion

Participated in Cherry Festival booth. Not much interest in Foundation but promoted the Museum. Mostly saw locals.

Other

Myron Egbert officially resigned from the Foundation. That leaves with 4 active members, need to recruit 2-3 more.

Next Foundation meeting is on May 15, 2023.

Submitted,
Denise Dietrich-Bokum
05/06/2023