

AGENDA MUSEUM COMMISSION
July 14th, 2020 6:00 PM
Virtual meeting via Go-To Meeting

<https://global.gotomeeting.com/join/927637277>

United States: +1 (224) 501-3412

Access Code: 927-637-277

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 - Donna - Mike - Loyal
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- Vote on June meeting minutes **vote**
- Update on projects:
 - Eric re: clock, threshing log
 - Donna re: cards
- Alarm codes & expanded security bid

NEW BUSINESS:

- Acquisition Policy from subcommittee- **vote**
- Reopening thoughts?

Adjourn to Executive Session for Director's Review

NEXT MEETING: Via Go-To Meeting August 11th, 2020

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday July 14, 2020
Via Conference Call

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

Members absent and excused Loyal Quackenbush

Members absent and not excused

Wasco County Staff present Matthew Klebes Wasco County, Mike Middleton Fiscal Director,
Wasco County, Cal McDermid Museum Director

Meeting was called to order at 6:16 p.m.

Approval of the agenda

Eric made a motion to approve the agenda, Donna seconded it, motion passed.

Members of public for comment – Denise Dietrich-Bokum, acting as ex-officio representative for
Museum foundation.

Treasures Report by Mike Middleton (attached)

Dalia reported that we did receive the financial reports and we were over in Advertising.
Dalia had sent questions over to Cal who responded promptly with responses and
explanations. Mike explained we are not in dire fiscal and pretty good shape. Mike said we
budgeted \$5000 for the FY20-21.

Mike suggested that his department run the Eden reports weekly to give reports. Cal agreed this
would be helpful to him on managing the budget.

Dalia thanked Mike for all the assistance in helping Cal manage the expenses and running the
Eden report.

Museum Directors Report (attached)

Cal read his Directors report highlighting all the activities at the Museum.

Elizabeth asked how we were doing with Social Distancing signs and processes. Cal stated that there has not been enough visitors to actual test it out.

The cruise ships have initiated conversation with the Governors office regarding encouraging commerce. We have abstained from supporting this effort.

Old Business

June meeting minutes

Donna made a motion to approve the June 09, 2020 meeting minutes, Mike seconded it, the motion passed.

Update on projects:

Eric re: clock is still being worked on, Eric purchased glass at Bobs Glass. He has not contacted a repairmen yet. The Threshing Log is almost ready to install and may be ready by next week.

Cal reported that he may be able to purchase a replica flag for the Fort. He would like to install it next to the Gardner's cottage. He thinks he has volunteers to help install it. Daliae asked Cal to put together a cost analysis for our August meeting.

Donna reported cards are signed and ready to mail tomorrow.

Alarm codes & expanded security bid attached. Donna expressed concerns about the high cost Elizabeth agreed that the fees seemed fairly high. Daliae asked about the fees for alarm codes? Cal stated no there has not been a fee for that.

Elizabeth suggested a less formal security system that would be less costly. Cal still needs to change the codes for the Museum for individual use. Eric would like to be added. Elizabeth asked Commission members to contact Cal with other options.

Matthew asked to be included on all the emails to Cal regarding security due to the County requirements. Eric mentioned that our current system does tie into fire and police. We currently pay Assett monthly \$20.00 monthly. The consensus of the Commission was to explore less expensive camera systems.

NEW BUSINESS:

Acquisition Policy from subcommittee- vote Daliae addressed the process used to derive the policy and procedure. Eric talked about how we tried to break down the steps in how objects are brought into the Museum and what steps are used. Cal said we need policies for the museum of today and not the museum of 25 years ago. Cal suggested we make a list of objects we are not interested in. Eric stated a list of items we are not looking for at this time on our

website. Denise suggested that we have a form that is down loadable that the donor could bring down. The form should be reviewed by the Commission members. Donna said we do not to have items brought to the Museum that are not approved. Donna suggested that we do a simple one, two, three process that is easy for the public.

Elizabeth said she, Denise and Cal will craft some wordage for the website.

Discussion continued about the policy and its use at the Museum. Donna made the motion to approve this policy. Elizabeth seconded it. Further discussion was asked. Donna stated her motion was to accept the policy as written, Elizabeth seconded it. The motion passed.

Donna liked the idea of putting a simple form on the website. She asked that Elizabeth, Denise and Cal review the form and craft it to fit the policy, and place a simple form on web page.

Reopening thoughts

Commissioners have approached Elizabeth about reopening. The Discovery Center is open on weekends. Daliae had mentioned that in February we had agreed to mimic. Donna stated that with the Governors orders to wear mask we have that covered. Cal felt we were ready as far signage and safety. Cal believes we have enough volunteers to open on weekends.

Denise felt that adding washing or sanitizing hands on before you come in. Cal added one person is designated as the cleaner. If one person has that job and focuses on just that job it will keep us in compliance. Denise asked about sterilization for the banisters. Elizabeth suggested that we use saran wrap and throw it away every couple hours.

Matthew stated they have infrared thermometers that the county has access to. He stated that the county can bring one to the Museum.

Mike asked about limitations of numbers of people per room. Cal felt confident that we could move customers along to accommodate this.

Eric suggested that we could use a timing mechanism to also move visitors along the exhibits. Elizabeth asked if Cal would be able to open this weekend. We can put it on the website. Cal suggested a soft opening on this weekend. He would like to have one full weekend to try it out unofficially, he will also need to find out who really could help as a volunteer.

Eric suggested we leave the details up to Cal and allow him to decide how to get this initiated. We will plan to be open this weekend, put it on our FB page, and Cal will start recruiting volunteers.

Daliae mentioned that The Dalles Chamber and NWPUD may have some amounts of grants available for businesses. Mike Middleton suggested we look into these possible resources.

Daliae said she could assist with accessing these funds if need be.

Adjourn to Executive Session for Director's Review

NEXT MEETING: Tuesday, August 11, 2020.

The meeting was adjourned at 7:49 pm.

The Commission went into Executive Session to discuss the Directors performance at 7:50 pm.
The Commission adjourned Executive Session at 8:08 p.m.

The next step is that Matthew send the most recent copy of the job description. Elizabeth will send the current job description out to the Commission along with the evaluation materials for each Commission member to fill out and be submitted back to Matthew in one week. Elizabeth suggested that we have a special meeting on July 28th to finish the review. We could do it during the day at 4:00 p.m.

The meeting adjourned at 8:15 p.m.

FORT DALLES MUSEUM/ANDERSON HOMESTEAD

JULY 2020 DIRECTOR'S REPORT

For August 11, 2020, Museum Commission Meeting

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

Ø Admissions collected in July 0.

Ø Cruise Ship admissions in July 0

Ø Friendship renewals for July \$0.00.

Ø Donations \$275.00.

Ø Total Volunteer Hours for July: 130 hours

Ø We had a phone call from a small group of the Anderson Homestead descendants who were wondering if they could see some of the Museum if they wore masks. We told them to come up. It turns out that there were 14 people in the group – the youngest being part of the 7th generation of the family. Everyone wore masks and we separated them as much as possible. Sam came down to visited with them. Fun to hear the stories and share some of their family history.

Ø MAJOR NEWS: The Threshing Log has been re-installed in the upper Anderson Barn. Eric, Jacque and Sam were the driving forces to getting the log re-installed. We will do text panels to explain how the threshing log works.

Ø A crew from the city spent a day working on the Surgeon's Quarters building. There were birds who had settled in over the eaves and the holes that they made needed to be covered. Eric supervised that project.

Ø Work is continuing on the grounds and buildings. The vehicle building is about 98% completed. Just needs some touch up paint.

Ø Volunteers put in 130 hours for the month of July. The high temperatures outside kept many of the volunteers at home.

Ø The House, Granary and outhouse received a coat of preservative. Commission member Loyal Quackenbush supervised that project.

Ø New text panels were installed in the Anderson House. The new panels are easier to read and contain more information. We have done some rearranging and deep cleaning in the Anderson House.

Ø The Anderson Barn is a main focus now. We have the big cases moved into place and items ready to be put in the cases. Cooler weather will see us really getting things done in the barn.

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

Ø I spoke at the re-dedication of the Vogt Fountain at Sorosis Park. I also got a plug in for the Sorosis Club and the Museum.

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

Ø Respectfully Submitted

Cal

Financial Notes for Museum – June 2020 – 1st Review

- 12th month of the fiscal year = 100.0% complete for straight-line analysis
- This is also preliminary as there will be year-end accruals/adjustments

Revenues

- Investment Earnings (Interest & Mark to Market) is \$845 less than last fiscal year, budget execution is 158.6%
 - Interest rates have been steadily falling and interest is more than last year, the difference is in the “mark to market” adjustment for investments. This had a large unanticipated spike in the prior fiscal year that did not have a corresponding offset this fiscal year
- Admissions are \$24,544 as of June 30th. This is \$2,004 less than last year at this time.
 - Budget is executed at 87.7% compared to 118.0% last fiscal year
 - COVID-19 did not allow the museum to reopen after the winter
- Memberships are \$8,725 or \$167 more than last year at this time
 - Budget executed to 109.1% vs 131.7% last fiscal year
 - Have exceeded the budgeted expectation
- Merchandise sales remained at \$2,381 – no change since November
- Donations are \$5,085 compared to \$2,787 last year at this time
 - Budget execution is 78.2% compared to 42.9% last year
- 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
- The \$1,012 in Miscellaneous revenue is due to the refund on the Anderson House insulation

Expense

- Personnel is executing at 87.3%, which is within the straight-line budget expectation
 - The amount is \$1,843 more than last fiscal year
- Grounds maintenance is up to \$8,562 and a budget execution of 114.2%
 - 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 210.4% - \$3,155
 - Westwind Framing had a total of \$1,720 spent out of this line for the year – these purchases alone exceeded the budget for the line item
 - Additional costs were for smaller items, the largest being \$325 to move glass cases; \$419 for Square Hardware (card processing);
- Advertising is up to \$8,408 – executing at 168.2% compared to a 246.5% execution last fiscal year

- The budget is over-expended; this item needs to be watched in the next fiscal year – exceeding the budget by \$3,408 is excessive.

BOHN'S PRINTING, INC.	1,366.00
THE DALLES CHRONICLE	434.60
BANK OF AMERICA NA	809.88
THE DALLES MAIN STREET PROGRAM	190.00
CERTIFIED FOLDER DISPLAY	1,928.48
WIND RIVER PUBLISHING LLC	226.00
MIDLAND PUBLICATIONS INC	275.00
PLATINUM MARKETING& DESIGN	390.00
IMMENSE IMAGERY	575.00
RITZ HOSPITALITY MAGAZINE	798.00
COLUMBIA RIVER PRESS LLC	465.00
STATEHOOD MEDIA LLC	950.00

- Contracted Services has \$2,900 – well under budget

Overview

The fund has performed well even when considering the COVID-19 impact. Revenues finished below budget for the year as did expenditures. Operating revenues are \$92,458 (\$64,247 revenues + \$5,711 investment + \$22,500 transfer in from Wasco County) while operating expenses are \$79,533. Fund balance has grown \$12,925. There may be additional accrual entries primarily for expenses where the invoice has not been seen yet that will change this number, but based on the statistics seen to date – that is not anticipated to be significant.

Financial Notes for Museum – June 2020 – 1st Review

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Museum
Monthly Financial Report
Fiscal Year 2020 - June 2020 - 1st Review

Filters	
Fd	211
Cat	(Multiple Items)

Account	Data			Current			Year to Change	Current Year - Prior Year
	Current Budget	Current Actual YTD	Prior Year Actual YTD	Budget Executed	Prior Year Budget Executed	Year %		
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	5,249	4,315	145.8%	215.8%	21.6%	934.01	
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	462	2,241	#DIV/0!	#DIV/0!	-79.4%	(1,779.15)	
INVESTMENT EARNINGS-R Total	3,600	5,711	6,556	158.6%	327.8%	-12.9%	(845.14)	
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 CONTRIBUTION	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	256,184	271,676	99.5%	105.9%	-5.7%	(15,491.88)	
NON-DEPARTMENTAL RESOURCES-R Total	257,411	256,184	271,676	99.5%	105.9%	-5.7%	(15,491.88)	
ADMINISTRATION-R								
MUSEUM OPERATING EXPENDITURES-R								
LICENSES FEES & PERMITS-R								
ADMISSIONS	28,000	24,544	26,548	87.7%	118.0%	-7.5%	(2,004.05)	
MEMBERSHIPS	8,000	8,725	8,558	109.1%	131.7%	2.0%	167.00	
MERCHANDISE SALES	3,000	2,381	3,340	79.4%	111.3%	-28.7%	(959.65)	
LICENSES FEES & PERMITS-R Total	39,000	35,649	38,446	91.4%	120.1%	-7.3%	(2,796.70)	
INTERGOV'T REV - NON SINGLE AUDIT-R								
DALLES CITY-MUSEUMS	22,500	22,500	18,750	100.0%	83.3%	20.0%	3,750.00	

Museum
Monthly Financial Report
Fiscal Year 2020 - June 2020 - 1st Review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	22,500	18,750	100.0%	83.3%	20.0%	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	5,085	2,787	78.2%	42.9%	82.5%	2,298.22
MUSEUM OPERATING EXPENDITURES-R Total	86,565	64,247	62,505	74.2%	102.5%	2.8%	1,741.65
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	64,247	62,505	74.2%	102.5%	2.8%	1,741.65
MUSEUM Total	343,976	320,431	334,181	93.2%	105.2%	-4.1%	(13,750.23)
Revenue Total	343,976	320,431	334,181	93.2%	105.2%	-4.1%	(13,750.23)
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,773	37,342	35,499	87.3%	90.4%	5.2%	1,842.54
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	8,408	11,091	168.2%	246.5%	-24.2%	(2,683.34)
BLDG REPAIR & MAINT	6,000	6,795	31,314	113.3%	156.6%	-78.3%	(24,519.03)
BOOKS	1,300	659	1,608	50.7%	536.0%	-59.0%	(949.39)
CONTRACTED SERVICES	19,565	2,900	240	14.8%	1.3%	1108.3%	2,660.00
COPIER - LEASE & MAINTENANCE	500	940	1,174	188.0%	234.8%	-19.9%	(233.91)
DUES & SUBSCRIPTIONS	350	-	100	0.0%	40.0%	-100.0%	(100.00)
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	8,562	8,627	114.2%	115.0%	-0.7%	(64.37)
MUSEUM EXPENSES	1,500	3,155	2,284	210.4%	169.2%	38.1%	871.30
POSTAGE	500	440	310	88.0%	62.0%	41.9%	130.00
SUPPLIES - FOREST SERVICE	2,000	1,370	2,578	68.5%	128.9%	-46.9%	(1,207.78)
TELEPHONE	1,250	1,396	1,247	111.7%	99.8%	12.0%	149.30
TRAINING & EDUCATION	1,000	-	100	0.0%	10.0%	-100.0%	(100.00)
UTILITIES	10,000	6,489	8,903	64.9%	89.0%	-27.1%	(2,414.64)
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	42,097	70,709	72.5%	102.3%	-40.5%	(28,612.34)

**Museum
Monthly Financial Report**

Fiscal Year 2020 - June 2020 - 1st Review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
CAPITAL OUTLAY-E	6,500	95	-	1.5%	0.0%	#DIV/0!	95.00
MUSEUM OPERATING EXPENDITURES-E Total	107,338	79,533	106,208	74.1%	92.4%	-25.1%	(26,674.80)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	79,533	106,208	74.1%	92.4%	-25.1%	(26,674.80)
MUSEUM Total	107,338	79,533	106,208	74.1%	92.4%	-25.1%	(26,674.80)
Expense Total	107,338	79,533	106,208	74.1%	92.4%	-25.1%	(26,674.80)

Fort Dalles Museum and Anderson Homestead (Museum) Acquisition Policy

Acquisition is the process of acquiring objects for the museum. Acquisition is a prerequisite for accessioning. A major purpose of the Museum acquisition policy is to ensure that the collections are consistent with the mission, goals, resources, and priorities of the Museum. The Museum is responsible for maintaining and conserving the objects in its collection as a public trust, for this reason, the Museum ONLY accepts and acquires objects that fall within the financial and physical limitations of the organization AND that are:

1. Consistent with the mission of the Museum.
2. Legally allowed, with provenience of ownership established.
3. From a willing donor who desires to transfer ownership of the object to the Museum through the approved procedural process, as established by the Wasco County/City of The Dalles Museum Commission (Commission) and as executed by the Museum Director (Director).
4. Approved for Acquisition and Accession by the Commission when formally submitted for review to the Commission by the Director, and by the approval of Commission members as signified by a vote.

Acquisitions begin with the contact of any member of the public by submitting their request or inquiry for consideration to the Director.

All potential acquisitions must be approved by the Director and the Commission prior to being left at the museum buildings or on the grounds. On the rare occasion that an exception to this rule might be needed, the Director will contact the Commission President prior to tentatively accepting an object for storage at the museum prior to formal approval of acquisition by the Commission. If the Commission President is unavailable, the Director will contact the Commission Vice President. If the Vice President is unavailable, the Secretary or Treasurer will be contacted. If no Commission officers are available, the Director may then make the decision.

Fort Dalles Museum and Anderson Homestead (Museum)

Accession Policy

Accessioning is the procedure that incorporates objects into the collections of the Fort Dalles Museum and Anderson Homestead (Museum). Upon accessioning, the Museum receives ownership of the acquisition. The Museum assumes the responsibility for the proper care and management of the object/s.

The procedure for accession is developed, designed, directed, executed, and amended by the Museum Director (Director), under the discretion and pleasure of the Wasco County/City of The Dalles Museum Commission (Commission).

Purpose of Procedure:

The purpose of this procedure is to describe the approved process of accepting objects for acquisition and accession to the Museum.

Overview of Procedure:

When an object is submitted to the Director for acquisition, and the Director decides that the object should be added to the current collections, the Director submits their findings to the Commission to seek approval for the acceptance and accession of the object.

Procedural Process:

All inquiries regarding donated/sold/traded objects are first referred to the Director, either through phone call, in person contact, or through our web page.

Director interviews donor and screens potential object for its adherence to Museum's mission and its collections. Director makes determination if an object is appropriate for submission to the Commission for acquisition and ascension into Museum collection.

Director gives donor a donation form to be filled out by donor and submitted back to the Director along with a photograph (if possible) of the object. The completed donation form and photo will be forwarded along with a written report from the Director to the Commission that addresses the following:

- I. The history and provenience of the object
- II. How the object fits the objectives and mission of the Museum
- III. The approximate cost of installation and on-going maintenance of the object

If the object is approved for acquisition by the Commission, an official letter from the Director to the donor will be sent to the donor that acknowledges their donation and gives the donor instructions on how and when to bring the object to the Museum.

5. Any item brought to the Museum without official acceptance and approval from the Director and the Commission will not be accepted and will be refused. Items left without permission or without any identifying information of their donors will be immediately donated to a local not-for-profit organization.

The Accessioning process includes the following:

- Assign the object with a unique accession number
- Label the object with the accession number
- Inventory and describe the object
 - Record and enter the object information into the Museum database and an accession file.
 - At a minimum this will include the name and address of the donor, the date of the donation, and any oral or written documentation that the owner provides about the origin and history of the object.
 - The condition of the object will also be described in detail.
- Photographs of the object will be taken and included in the Museum database.



WORK ESTIMATE

PO BOX 2269
 THE DALLES OR 97058
 Phone: (541) 298-2738
 Fax: (541) 298-2740

DATE: 7/8/2020
 ESTIMATE #: 1

SHIP TO	BILL TO
ATTN: Cal McDermid Business Fort Dalles Museum 500 W 15th Street The Dalles, OR 97058 Fax: Email: fortdallesmuseum@gmail.com	ATTN: Cal McDermid Business Fort Dalles Museum 500 W 15th Street The Dalles, OR 97058 Fax: Email: fortdallesmuseum@gmail.com

PROJECT DESCRIPTION: Upgrade Building Security. Upgrade Surgeon Quarters Security System. Replace Hardwired Security (Anderson House/Barn) with wireless devices; connect to Surgeon Quarters Main Panel. Add Wireless Devices. Monthly Service Fee: \$41.49

ID	DESCRIPTION	QTY	PRICE	TOTAL
	DSC Neo Pro Security System	1	\$ 268.00	\$ 268.00
	DSC Neo LCD Keypad	1	\$ 129.00	\$ 129.00
	DSC Neo Wireless Xceiver	1	\$ 110.00	\$ 110.00
	DSC Neo Wireless Repeater	3	\$ 132.00	\$ 396.00
	DSC Alarm.com Dual Path Communicator	1	\$ 280.00	\$ 280.00
	System Sensor 4 Wire Smoke Detectors	7	\$ 54.00	\$ 378.00
	DSC Neo PowerG Wireless Smoke Detectors	5	\$ 90.00	\$ 450.00
	DSC Neo PowerG Wireless Door/Window Contacts	7	\$ 38.00	\$ 266.00
	DSC Neo PowerG Wireless Motion Detector	4	\$ 81.00	\$ 324.00
	Cable/Hardware/Misc Material	1	\$ 100.00	\$ 100.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Installation	1	\$ 760.00	\$ 760.00
SUBTOTAL				\$ 3,461.00
TAX RATE				\$ -
SALES TAX				\$ -
SHIPPING AND HANDLING				
TOTAL				\$ 3,461.00

THANK YOU FOR YOUR BUSINESS!

Signature / Stamp:

Place:

Above information is not an invoice and only an estimate of services described above. By signing you are authorizing the work as described. Payment terms: 50% Required at signing, 50% upon completion. Quote is good for 30 days from date of issue.

7/8/2020



- ❖ Warranty: All items will bear a minimum of a 1 year warranty. Additional manufacturer warranties apply. Extended warranties can be purchased/negotiated additionally.
- ❖ Insurance: if additional insured endorsement/waiver of subrogation is required, an additional \$300.00 fee will be imposed to cover excess insurance cost. Form cg2010 with the 11/85 edition date is not available.
- ❖ Special fees & services: Any unordinary municipality permits, bonding, taxes, sales taxes and or fees are not included and will be billed separately.
- ❖ Exclusions: Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. High voltage power source. Patching and painting by others. Fire watch by others.
- ❖ Clarifications/exclusions: Electronic O&M's will be submitted upon project completion if requested. System includes design, submittals and records. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays.

=====

ACCEPTANCE OF PROPOSAL

Payment will be made within 15 days from invoice upon progress billing. The balance of the contract is payable on day of installation. 50% deposit required upon acceptance.

ASET, Advanced Security & Electrical Technology Inc. warranties defects in labor and materials supplied by ASET, Advanced Security & Electrical Technology Inc. for 1 (one) year from date of installation. Additional manufacturer warranties apply.

ASET, Advanced Security & Electrical Technology Inc. includes a maximum of 1 hours of customer education/training in its' bid amount. If additional time is requested by customer, it will be billed at \$105.00 per hour.

ATTORNEY FEES. If any suit or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court.

TIME OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

The described specifications and conditions of this Proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature of A.S.E.T. Representative

Date

Signature of Customer / Company Representative

Date

Upon acceptance, please return a signed copy of this Proposal to ASET, Advanced Security & Electrical Technology Inc. along with your deposit. **Price subject to revision if Proposal accepted subsequent to 30 days and/or project started subsequent to 90 days from date of acceptance**



WORK ESTIMATE

PO BOX 2269
 THE DALLES OR 97058
 Phone: (541) 298-2738
 Fax: (541) 298-2740

DATE: 7/8/2020
 ESTIMATE #: 1

SHIP TO	BILL TO
ATTN: Cal McDermid Business Fort Dalles Museum 500 W 15th Street The Dalles, OR 97058 Fax: Email: fortdallesmuseum@gmail.com	ATTN: Cal McDermid Business Fort Dalles Museum 500 W 15th Street The Dalles, OR 97058 Fax: Email: fortdallesmuseum@gmail.com

PROJECT DESCRIPTION: Anderson Home/Anderson Barn Surveillance. Anderson Home (2) Outdoor (2) Indoor, Anderson Barn (2) Indoor.

ID	DESCRIPTION	QTY	PRICE	TOTAL
	Wisenet 8CH Network Video Recorder POE 4TB	1	\$ 1,100.00	\$ 1,100.00
	Wisenet L Series Indoor IP Domes Camera 2MP	4	\$ 134.00	\$ 536.00
	Wisenet Q Series Outdoor IP Domes Camera 4MP	2	\$ 272.00	\$ 544.00
	8 Port Gigabit Unmanaged Switch	1	\$ 130.00	\$ 130.00
	UPS/Equipment Power Supply	2	\$ 89.00	\$ 178.00
	Wireless Bridge Equipment/Installation	1	\$ 850.00	\$ 850.00
	Equipment Lock Box	1	\$ 130.00	\$ 130.00
	Camera Mounting Hardware	6	\$ 23.00	\$ 138.00
	Cable/Hardware/Misc Material	1	\$ 200.00	\$ 200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Permits	1	\$ 95.00	\$ 95.00
				\$ -
	Installation	1	\$ 1,885.00	\$ 1,885.00

	SUBTOTAL	\$ 5,786.00
	TAX RATE	\$ -
	SALES TAX	\$ -
	SHIPPING AND HANDLING	
	TOTAL	\$ 5,786.00

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7/8/2020



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- ❖ Special fees & services: Any unordinary municipality permits, bonding, taxes, sales taxes and or fees are not included and will be billed separately.
- ❖ Exclusions: Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. High voltage power source. Patching and painting by others. Fire watch by others.
- ❖ Clarifications/exclusions: Electronic O&M's will be submitted upon project completion if requested. System includes design, submittals and records. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays.

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Date

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Date

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 THE DALLES OR 97058
 Phone: (541) 298-2738
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PROJECT DESCRIPTION: Surgeon Quarters/Vehicle Barn Surveillance. Surgeon Quarters (4) Indoor Cams (2) Outdoor. Vehicle Barn (2) Indoor Cams (2) Outdoor

ID	DESCRIPTION	QTY	PRICE	TOTAL
	Wisenet 16CH Network Video Recorder POE 8TB	1	\$ 1,805.00	\$ 1,805.00
	Wisenet L Series Indoor IP Domes Camera 2MP	6	\$ 134.00	\$ 804.00
	Wisenet Q Series Outdoor IP Domes Camera 4MP	4	\$ 272.00	\$ 1,088.00
	8 Port Gigabit Unmanaged Switch	1	\$ 130.00	\$ 130.00
	UPS/Equipment Power Supply	2	\$ 89.00	\$ 178.00
	Wireless Bridge Equipment/Installation	1	\$ 850.00	\$ 850.00
	Equipment Lock Box	2	\$ 130.00	\$ 260.00
	Camera Mounting Hardware	10	\$ 23.00	\$ 230.00
	Cable/Hardware/Misc Material	1	\$ 300.00	\$ 300.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Permits	1	\$ 95.00	\$ 95.00
				\$ -
	Installation	1	\$ 3,135.00	\$ 3,135.00
SUBTOTAL				\$ 8,875.00
TAX RATE				\$ -
SALES TAX				\$ -
SHIPPING AND HANDLING				
TOTAL				\$ 8,875.00

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