

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

Tue, Jul 12, 2022 6:00 PM - 7:30 PM (PDT)

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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 - Mike - Julie - Traci - Dawn
- APPROVAL OF AGENDA

## **MEMBERS OF THE PUBLIC & COMMENTS**

Mike Middleton, Wasco County Finance  
Denise Dietrich-Bokum, Foundation Ex-Officio  
Paulette Brook, member of the public  
Crystal Davis-Ross, member of the public

**MATERIALS-** (will be addressed per agenda, below)

AGENDA

JUNE MINUTES (DRAFT)

FOUNDATION REPORT  
FINANCIAL REPORTS (enroute)  
PAULETTE BROOK COMMISSION APPLICATION

**OLD BUSINESS:**

- Review and approval of the Agenda (**vote**)
- June Minutes (**vote**)

**NEW BUSINESS:**

- Paulette Brook Commission application (vote)
- Foundation Report (Denise)
- Financial reports (Mike Middleton)
- Committee assignments & plan for Lead Docent
- August meeting - Elizabeth to be absent

**NEXT MEETING: August 9th, 2022**



Commission Meeting – July 12, 2022  
Meeting Minutes

Commissioners Present: Elizabeth Wallis, Mike Wacker (joined 6:17pm), Julie Reynolds, Traci Griffiths, Eric Gleason (joined at 6:30pm), Dawn Rasmussen

Members of the Public: Mike Middleton (Wasco County Finance), Denise Dietrich-Bokum (Foundation Ex-Officio), Paulette Brook, Crystal Davis-Ross, Barbara Telfer

The meeting was called to order at 6:11pm by Chair Elizabeth Wallis.

### 3. NEW BUSINESS

#### A. Review and Approval of Agenda

Elizabeth mentioned that we need to add members of the public to the agenda, and that includes Barbara Tefler. Traci made a motion to approve the agenda; Julie seconded. The board voted, and the agenda was passed and approved as presented.

#### B. Approval of June 2022 Minutes

Elizabeth remarked that no corrections necessary. Traci moved to approve the minutes, and Dawn seconded. The board passed the motion and approved the June minutes as presented.

#### C. Foundation Report

Denise reported that there has been no activity in the foundation report, which is typical due to folks being on vacation. Next meeting is next week. With more members, they will be getting more activity. Elizabeth did encourage the foundation to update their part of the website by writing their own 2-3 sentence bios, and Denise agreed to this.

#### D. Financial Report

Mike Middleton got the financial reports to Elizabeth but she did not have time to send them out. Mike provided notes to the board in the form of a narrative instead. His assessment that our financial standing is solid with just a few adjustments. There some hoops at end of year for invoices that come in but it won't change anything. Total revenue resources are nearly \$45,000 more than budgeted on revenue side. The only ops revenue that is low is museum friendships / memberships. If you look at the sheet with the budgeted amounts, it looks like the City of The Dalles contribution is \$12,500 lower than forecast – that is because we built it into the budget but we got the money in FY 2021. Everything else is where it needs to be. Admissions are up and reached a new high: \$30,968. Op costs are 65% of budget at this time so there are no concerns due to previous director's retirement. We have \$18,000 in capital for building improvements. It was noted that we overcame COVID-19, retirement of the director, board commission changes, volunteer scheduling challenges, and commission staff working to meet day to day challenges to keeping museum operating while still hitting a high in admissions. We finished the end-of-year with \$259,264 in our ending fund balance which might change slightly due to some last invoices. In summary, we are \$32,000 more than what we started fiscal year; we have increased our fund balance due more than normal admissions earned through the year, which is significant, and we are setting ourselves up for a strong fiscal position for the new fiscal year.

Elizabeth is still digging out through the cruise lines payments which were not received in March / April, but she should have admission number go up even further as she gets those folks to respond. Mike reiterated that the museum fund is a fund unto itself and is not shared. We can post our excess revenues into the next fiscal year, and the resources will be there.

Dawn asked a follow up question about the mystery deposits we had received and discussed last month. Mike reported that the money was deposited and after no one responded to his inquiry, it was posted to our account and is staying there.

**E. Paulette Brook Commission Application**

Elizabeth remarked that Paulette would be a county representative and bring us up to a full commission if voted in. Mike Wacker nominated Paulette to be voted onto the commission, and Julie seconded. The board voted unanimously and welcomed Paulette to the commission. The county will be notified and asked to appoint her onto the commission.

**F. Chamber After Hours Event**

Dawn reported talking to the chamber and explained the staffing difficulties we have been experiencing. They were very understanding with our need to bow out. We wanted to do this right, but this is not the right time.

**G. Committee Assignments and Plan for Lead Docent**

Crystal was introduced to the volunteers at the volunteer meeting the day before. She will be shadowing Lynn Wilcox on Thursday to see how the museum is opened. Crystal is starting Monday morning, doing paperwork with County, then meeting with Elizabeth at the museum to get her oriented. We are still figuring out what shape this takes. Traci said that there is a day-to-day format of what takes place that Crystal can learn quickly. The primary focus is on the volunteers and getting Crystal set so we can be open 7 days a week to reduce the burden on Suzanne a lot. We can also see how the volunteers fill in from there. Denise said all the scripts are there and everything is labeled. Traci noted that there will be a lot of reading.

Elizabeth also reported about a gentleman come to the volunteer meeting yesterday who wants to volunteer with his wife and their 2 daughters, who are all from Dufur. Crystal will intro the new volunteers which will bring up lots of good questions that will help everyone learn. Denise said there is a volunteer handbook that she pulled together that has all the documentation of what volunteers do to avoid a stressful, horrible experience for onboarding new volunteers. Hopefully, Crystal can fine-tune them as she goes along. Denise reiterated that this handbook is a living document. Primary focus from the get-go will be volunteer management, document cleanup, and scheduling with Suzanne.

**H. August Meeting update**

Dawn suggested that we wait until September for the next meeting, since there is not much Foundation activity, plus Crystal is new and Elizabeth and Mike Middleton are not going to be able to attend. The commission agreed, and it was decided that we do not hold a meeting in August.

**I. County Commissioner Presentation suggestion**

Mike Wacker suggested having a special meeting of the commission to discuss providing a presentation to the county commissioners to get more support from them, especially since history is a huge part of The Dalles. There is so much potential at the museum and we aren't getting there. Need to sell ourselves a little more to get more financial support for running the museum, between Walldogs doing murals and the Oregon Trail, and we are the 2<sup>nd</sup> oldest museum in Oregon.

Crystal asked Mike what that would look like as a presentation. He thought we should get together to figure out how to ask for more support to get more expertise and direction to make this a better museum. We've been stagnant for a few years, and if we had more expertise and direction, we could curate our items better to be a better museum.

Traci suggested an outdoor potluck to discuss things with the Commissioners.

The monitors being put up will really help improve what people can learn, but we also need more volunteers and money. Elizabeth said this is a big discussion. Paulette said that taking care of the artifacts that we have is a big issue, and many are in desperate need for conservation, and we need a budget for that, as well as outside help on curation.

Dawn suggested taking part of the Sept meeting as a retreat with volunteers to discuss priorities and costs, and then help inform Crystal before she goes to the County Commissioner meeting to give a presentation to them with specifics.

Barbara suggested inviting the commissioners to the museum. Mike also suggested inviting City Council.

Dawn suggested asking the Community Outreach Team which meets every 3<sup>rd</sup> Fri at 12noon at the Port to attend, but we don't have enough space to host them at the Museum.

Denise recommended that since everyone is burned out, that after the Sept meeting, we can then talk about it. We need to do it right – we only get 1 shot.

Julie also brought up what Paulette talked about: conservation. Maybe we can have experts come speak to us (Maryhill / Discovery Center) who can help with conservation education. Denise said this focus dovetails right into the discussion of money and costs. It would be really good to have them come in and get an idea of what it will cost to conserve things. Elizabeth said that having a potluck in September would be a good idea after we have had a chance to update our wish list and reprioritize needs. Mike said he feels that the museum needs someone there who knows how a museum works and runs.

Denise also said this would help the foundation as several have talked informally about this during the past 2 meetings. It would be nice to see that list of things, and possibly the foundation could support those projects after where we can optimize our “bang for the buck” and where the funding would come from.

Elizabeth said we need to get a vision for longer-term projects and planning. Eric agreed with Mike that we do need a director, if we don't have the funds to hire one, we need to get the city and the county to fund a position to bring them in. The idea of a September get together is a good idea to do brainstorming within a less formal setting.

Traci remarked that it is important to get Crystal up to speed, and she will be able to do more once she is trained up. Elizabeth agreed, and said that we need a bigger picture conversation happening, and we haven't had the bandwidth or opportunity to make it happen.

Mike also added that it would be difficult for us to hire someone with vast experience, but perhaps during the winter, Crystal can go take classes to add to her knowledge.

Mike suggested reaching out to members of Congress. Crystal also suggested the Oregon Historical Society but Elizabeth was not sure what our current status is with other organizations.

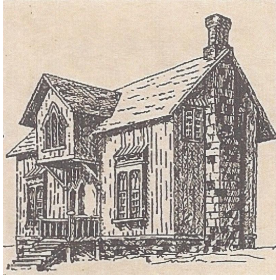
It was agreed to revisit our to do list and priority list, and meet with everyone in August at a TBD time / day.

The August meeting was cancelled; the next following meeting is scheduled for September 13, 2022 at 6pm.

## 5. MEETING ADJOURNMENT

The meeting was adjourned at 7:01pm.

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



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

**FDMAH Monthly Report**  
**June 2022**

**Fundraising/Projects**

No recent activity.

**Financial/Grants**

No new activity regarding grants.

**Volunteer**

Volunteer Hours (Museum support) for March were 12.0, est value (20 x \$20) \$240.

**PR/Marketing/Promotion**

No new activity.

**Other**

No new activity in June. New members need to be on boarded and several on vacation.

Next meeting is on July 18.

Submitted,  
Denise Dietrich-Bokum  
07/09/2022

## June 2022 Museum Financial Report

		FY22			FY22			
		Budget	FY22 Actual	FY21 Actual	Actual - Budget	FY22 % Budget	FY22 - FY21	FY22 / FY21 %
<b>Revenues:</b>								
<b>Nonoperation Revenues</b>								
Beginning Fund Balance	400000	49,894	82,661	96,623	32,767	166%	(13,962)	86%
Restricted Fund Balance	400100	144,374	144,374	143,158	-	100%	1,216	8%
Interest	417100	2,400	1,424	1,826	(976)	59%	(402)	78%
Transfer General	451010	17,500	17,500	17,500	-	100%	-	100%
Transfer Economic Develop	452080	5,000	5,000	5,000	-	100%	-	100%
Transfer Capital Fund	453260	12,500	12,500	-	-	100%	12,500	0%
The Dalles	412175	35,000	22,500	35,000	(12,500)	64%	(12,500)	64%
<b>Total Nonoperational</b>		<b>266,668</b>	<b>285,959</b>	<b>299,107</b>	<b>19,291</b>	<b>107%</b>	<b>(13,148)</b>	<b>96%</b>
<b>Operating Revenue</b>								
Admissions	411150	5,000	30,968	4,548	25,968	619%	26,420	581%
Memberships	411345	3,000	395	4,085	(2,605)	13%	(3,690)	-90%
Merchandise	411220	200	466	203	266	233%	263	130%
Donations	419100	2,500	4,343	17,430	1,843	174%	(13,087)	-75%
<b>Total Operational</b>		<b>10,700</b>	<b>36,172</b>	<b>26,266</b>	<b>25,472</b>	<b>338%</b>	<b>9,906</b>	<b>138%</b>
<b>Total Revenues</b>		<b>277,368</b>	<b>322,131</b>	<b>325,373</b>	<b>44,763</b>	<b>116%</b>	<b>(3,242)</b>	<b>99%</b>
<b>Expense:</b>								
<b>Operational</b>								
Personnel	51	42,520	37,868	40,163	(4,652)	89%	(2,294)	-6%
Advertising & Promotion	521100	2,000	1,815	5,359	(185)	91%	(3,544)	-66%
Postage	521125	500	232	443	(268)	46%	(211)	-48%
Contracted Services	521500	30,000	2,842	16,580	(27,158)	9%	(13,738)	-83%
Telephone	522100	1,250	1,379	1,254	129	110%	125	10%
Utilities	522115	6,000	8,370	6,443	2,370	140%	1,927	30%
Meals, Lodging & Registration	523500	500	-	-	(500)	0%	-	0%
R&M Equipment	525115	500	947	331	447	189%	616	186%
R&M Buildings	525130	5,000	1,422	20,160	(3,578)	28%	(18,738)	-93%
R&M Grounds	525145	5,000	3,996	4,926	(1,004)	80%	(930)	-19%
Supplies	526100	2,000	2,717	794	717	136%	1,923	242%
Books	526190	-	515	-	515	#DIV/0!	515	0%
Equipment-Copier	527125	1,032	763	985	(269)	74%	(222)	-23%
<b>Total Operational</b>		<b>96,302</b>	<b>62,867</b>	<b>97,437</b>	<b>(33,435)</b>	<b>65%</b>	<b>(34,570)</b>	<b>-35%</b>
<b>Capital</b>								
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%
		18,000	-	-	(18,000)	0%	-	0%
<b>Contingency</b>								
Contingency	570000	163,066	-	-	(163,066)	0%	-	0%
		163,066	-	-	(163,066)	0%	-	0%
<b>Gain/(Loss)</b>		<b>-</b>	<b>259,264</b>	<b>227,936</b>	<b>259,264</b>		<b>31,328</b>	<b>14%</b>

**WASCO**  
C O U N T Y**INFORMATION AND QUALIFICATION FORM****FORT DALLES MUSEUM COMMISSION**VOLUNTEER POSITIONS  
WASCO COUNTY, OREGON**BACKGROUND**

The Ft. Dalles Museum, a department of Wasco County, is a vital economic and cultural asset in our community and is the oldest historical museum in the State of Oregon. Run by Wasco County and the City of The Dalles, the joint Commission is made up of seven members; four members are appointed by Wasco County and three are appointed by the City of The Dalles for three-year terms. The Commission meets once each month; members are encouraged to volunteer for ongoing projects.

**APPLICATION**

Provide personal qualifications for this specific volunteer position.  
Supplementary information may be attached. Do not provide confidential information.

Name: Eva Paulette BrookAddress: 1865 State Road, Mosier, OR. 97040Phone (home) 541-980-9772 Phone (work) NA

E-mail address:

brookp@centurylink.net

Signature: \_\_\_\_\_

Date: 07/06/2022 Number of years as a Wasco County resident: 41

Your objectives/goals? Desired contributions and accomplishments?

Fort Dalles Museum is a unique, inspirational, educational institution in The Dalles, and I want to be part of helping to strengthen it and shape its future. The Fort offers a glimpse into the formative years of our state and as a commission member, I want to help provide direction in creating programs and events that expand on what we already offer and enhance what is available now to educate our community and



visitors more fully to the important role it played in Oregon history. I bring museum/collections experience to the commission that is not currently represented. I am a currently a volunteer at Fort Dalles, but I formerly worked at the Leila Old History Costume Collection at the University of Idaho.

Education (school, college, training, apprenticeships, degrees, etc.)

Ph.D.—University of Idaho—History Date(s): In Progress

MS—University of Idaho—Family and Consumer Science Date(s): 2017-2019

MTE—Eastern Oregon University—Education Date(s): 2003-2004

BS—Portland State University--History Date(s): 2002-2003

AA—Mt. Hood Community College Date(s): 1998-2001

Experience (work, volunteering, leadership roles, achievements etc.)

Education—Teacher of History—K12 and University Date(s): Current since 2005

Business Owner—The Whole Ball of Yarn Date(s): 2009-2015

Fort Dalles Volunteer—Archival and Curatorship Date(s): 2020-present

Leila Old Historic Costume Collection—U of I Date(s): 2018-2021

General Comments/Additional Relevant Information

I bring a passion for history, education, and work experience to the commission. I derive great joy and inspiration from volunteering at Fort Dalles and believe I would be an asset to the Museum Commission.

Send completed form to:

Wasco County  
511 Washington Street, Suite 101  
The Dalles OR 97058  
(541) 506-2520  
(541) 506-2551 (fax)