

AGENDA MUSEUM COMMISSION
September 8th, 2020 6:00 PM
Virtual meeting via Go-To Meeting

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Public comment :

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

CALL TO ORDER

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

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County

Foundation Ex-Officio(s)

Cal McDermid, Director

TREASURER'S REPORT: (attach)

MUSEUM DIRECTOR'S REPORT: (attach)

OLD BUSINESS:

- Vote on August meeting minutes **vote (attach)**
- Update on projects: (roundtable)
 - Eliz. re: paperwork progress (2014) / cameras / camera for Cal
 - Eliz. re: website updates
 - Eric: flicker battles
 - Cal: Alarm codes
 - CRF money & Foundation opportunity (Mike M. and Matthew)

NEW BUSINESS:

- Gardner's Cottage & updated Bldg & Grounds project list
- Requesting a monthly report from the Foundation of activities and fundraising
- Potential Commissioner Sara Mall
- Item donation of a whiskey jug- **attach form submission**
- Potential grant from City via MCEDD

NEXT MEETING: Via Go-To Meeting October 13th, 2020

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday Sept. 8, 2020
Via Conference Call

Members Present

Elizabeth Wallis-President, Eric Gleason-Vice President, ~~Daliea Thompson-Secretary/Treasurer~~
Donna Lawrence, Mike Wacker, Loyal Quackenbush

Members absent and excused Daliea Thompson
Agenda moved by Loyal seconded by Eric. Motion carries

Members of the public

Denise Dietrich Bokum, Mary Davis ex-officio Fort Dalles Museum Foundation, Matthew Klebes
-Wasco County, Mike Middleton, Fiscal Director-Wasco County Cal McDermid, FDM Director

The Meeting was called to order at 6:08 pm

Approval of the agenda

Treasurer's Report (attached)

Directors Report (attached)

Old Business

8.2020 Minutes moved by Eric, seconded by Loyal, motion carries.

Update on Projects

Elizabeth - talks about cameras. Donna suggests that she & Eliz approach county and city for help paying for. Denise thinks the Foundation may have some money.

Eric- flickers. Extension told to contact DFW. Has not yet. Most damage happens in the spring, so this is proactive. Will start repairing the clock.

Cal-new alarm codes for Eliz. and Loyal.

Loyal- working on the grass, sprinklers, finished staining the vehicle building. Jail bars next on the list. Maybe time to start pulling ivy. Loyal has reduced the diameter of the irrigation pipes, is trying to get a credit from the city for the difference in water savings.

Mary mentions that two trees at the AH might be dying. Loyal will talk to Park and Rec.

Matthew and Oregon Cultural Trust Money not eligible due to association with the county. CARES money is available for PPE / hand sanitizer. Might be able to be used for cameras (due to lack of volunteers)? CRF monies may be able to be used for "distance learning" so might be able to be used for expanding the wireless. Mike Wacker, Eliz, Matthew, MMiddleton will work together to see if it's an appropriate expenditure.

New Business

Gardener's Cottage- needs a few days strung together to focus on it. Eric and Loyal to get together next week to talk about it.

Requesting a monthly report from Foundation. Davis says the Foundation can support that.

Donna would like fundraising info. Denise has a preliminary fundraiser draft for window inserts.

Since the Foundation meets every other month, we can at least ask for that. They will be added to the agenda for every other month with a previously submitted written report.

Denise also mentioned having a Foundation member that accompanies Cal on Al Wyn's show.

Sara Mall- @ Mainstreet, volunteers at FDM on Sundays. Eliz. had reached out via email. Cal believes her to be an employee of Mainstreet. Sara has replaced Bunny.

Jug acquisition- Cal and Mary are in support. Need to add size and weight to the donation form.

Need to sort out pic attachments.

Eliz. motioned that we accept, Donna seconded, motion carried that we acquire the jug from Jeff Bloom.

Donna moves Mike W seconds that we submit MCEDD grant application as written. Motion carried.

The Meeting was adjourned at 7:30

Next Meeting Tuesday, October 13, 2020 at 6:00 pm

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
September 2020 DIRECTOR'S REPORT
For October 13, 2020, Museum Commission Meeting

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

- Admissions collected in September \$688.00.
- Cruise Ship admissions for September: 0
- Friendship renewals for September \$40.00
- Donations: \$159.00
- Total Volunteer Hours for September 189
- We had 111 visitors in the month of September
- Three Cheers for Eric for repairing the big clock and getting it back to the Museum. It is temporarily resting on the floor in the Parlor, but we have a permanent spot also in the parlor where we hope it will hang.
- We have a new volunteer Wesley Neely-Thompson who is in high school and working on the weekends.
- Visitors were very grateful that we were open
- Mary continues to work on the inventory of the Anderson House
- I am working on the newsletter and should have it ready soon.
- Membership renewals will go out in early November.

Respectfully Submitted

Cal

Fort Dalles Museum and Anderson Homestead Commission
Treasures Report
For September 2020
Submitted by: Dalia Thompson , Treasurer/Secretary

On August 21, 2020 I met with Cal McDermid FDMAC Director and Matthew Klebes, Wasco County Facilities Director to assess and explore the fiscal impacts of Covid -19 to our FDMAH budget and to begin brainstorming ideas on mitigating losses during the Covid -19 pandemic.

We first identified some of the funding issues that have been impacted by the Covid-19 Pandemic.

Admissions

Our current budget for FY 20-21 has Admissions budgeted at \$13,000.00 This amount is a reduced amount from the original budgeted amount of \$24, 544. It was adjusted to approximately 11,000 less to account for lost revenues from the summer and fall of 2020.

The majority of our admissions come from both the American Empress and the Cruise Ship of America. Both of these companies are not projecting any ships through the fall.

Merchandise Sales

Merchandise sales are closely tied to admissions. As the decline with admissions, we are likely to experience a huge loss in revenue from Merchandise sales. Merchandise sales were also adjusted from \$3,000.00 to \$1,200.00

Because of the uncertainty of this pandemic, and the concerns for an uptick in cases over the school year and holidays it is uncertain if spring activity in tourism will occur or if we can obtain the \$13,000.00 we budgeted for Admissions and the \$1,200.00 budgeted for Merchandise sales.

The only two sure revenue streams the FDMAHC can rely upon for this fiscal year is the two allocations from Wasco County of \$22,500.00 and The City of The Dalles, for the same amount of \$22,500.00. These two allocations combined give us \$45,000.00 that we use to pay for our Director at an annual rate of \$42,392.00 (this includes fringe and insurance)

Cal and I went through our current budgeted expenses with the mindset of preserving the expenses that are hard (water, electricity, admin) and trying to explore items that could be minimized.

Advertising is budgeted at \$5,000.000 we thought we could trim it to \$1,100 saving \$2,500.00
Building Repairs is budgeted at \$8,000.00 we thought we could trim it to \$4,000.00 saving \$4,000.00
Contracted Services is budgeted at \$10,000.00 we thought we could forgo this for the year and save \$10,000.

Museum Expenses is budgeted at 1,500.00 and we though we could trim \$1,000.00 from this
Supplies are budgeted at \$1,000.00 we thought will less activity we could eliminate this expense for the year and save \$1,000.00

Training is budgeted at \$500.00 Cal thought we could suspend this expense for the year, saving \$500.00

Utilities is budgeted fairly high at \$10,000.00 Cal and I felt that will less activity from visitors, we may see a drop of \$2,000.00 of our annual overall utilities costs.

If we were to dial back expenses to these levels we could save \$21,000.00 from our budgeted \$48,632.00 amount for FY 20-21 which would bring our Materials and Services budget down to \$27,632.

Cal and I talked about the process of doing this. He is willing to watch the line items in the budgeted areas to ensure that we don't make unnecessary purchases. We the FDMAHC also need to make a commitment

to practice fiscal austerity for the fiscal year.

If we do see a change in revenue come the spring we can readjust for enhanced revenues.

Fund raising ideas in revenues.

Since Cal will spend less time touring and meeting with customers, one idea we had is for Cal to spend more time on fund raising and looking for ways to build our membership and support base.

Cal has ideas on how to use the proposed new volunteer in a way to assist him to give him more time for fund raising ideas.

We talked about getting more memberships in to help cover lost revenues.

Cal and I will meet again in September to go over the Museums expenses and start analyzing them together on a regular basis to see if we can keep them at a minimum.

On a side note, we need to help Cal only work 5 days a week and adhere to the counties 6.5 hour work week. This may have already been addressed but it needs to be formalized. Cal needs regular days off and should not be working any overtime, or for free.

Financial Notes for Museum – September 2020

- 3rd month of the fiscal year = 25.0% complete for straight-line analysis
- This is preliminary as the start of the fiscal year is not every smooth

Revenues

- Due to COVID – revenues are down considerably
 - \$322 in admissions compared to \$15,587 last year at this time
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
- Interest for September has been allocated
 - Interest is down significantly – LGIP is now at 1%; last year at this time it was over 2.0%
- Reserved Martin Donation will be reviewed for interest portion and spending out – not done yet, still under review

Expense

- Personnel is executing at 23.0%, which is within the straight-line budget expectation
 - The amount is \$348 more than last fiscal year
- Contract Services has executed at 74.8% already - \$7,475
 - No change from July report
- Advertising is 57.4% - \$2,870; based on last year's costs – this should be watched
 - Statehood Media LLC - \$950 discussed in prior meeting
 - GoDaddy.com - \$160 discussed in prior meeting
 - Immense Imagery - \$1,760 spent in September
- Grounds Maintenance – only \$1,050 to date compared to \$3,168 last fiscal year
 - \$350 per month, if this holds this will total to \$4,200 by June 2021; big improvement over last year which was \$2,548 at this time.
- All other expenses are within the budget expectations
- Total M&S expense is \$13,087 – or 26.9% of appropriation

Summary

The fund is in decent shape to weather the COVID shutdown. Total budgeted expenditures are \$91K; Support from Wasco County and The Dalles totals \$45K; This means if the Museum was unable to generate any additional revenue, \$46K of fund balance would be utilized – unreserved fund balance is approximately \$102K. This is a worst case situation for the Museum and assumes there is not opportunity to reopen before June 2021 as well as no memberships sold in addition to fully expending the expenditure budget. I do not view this as probable, but it is a good to know the Museum has the ability to last the fiscal year and still have a healthy fund balance.

