

Fort Dalles Museum and Anderson Homestead Commission Meeting
Regular Meeting Minutes
May 14, 2019
PUD Conference Room

Commission Members present: Elizabeth Wallis President, Donna Lawrence, Daliea Thompson Secretary/Treasurer, Ex-Officio representative from Fort dalles Museum/Anderson Homestead Mary Davis, Mike Wacker.

Commission Members Absent and Excused: Loyal Quakenbush, Eric Gleason

Call to Order: The meeting was called to order at 6:00 p.m.

Museum Staff Present: Cal McDermid, Director

Agenda Donna Lawrence moved Daliea Thompson seconded. The motion passed.

Aprils Minutes were reviewed and approved

Mike asked for clarification regarding New Business from the last meeting regarding the financial working of the Foundation and its relationship with the County and Museum Commission.

Public Comments:

Treasurers Report: Overall the commission is doing fine. Mikes report is attached. Mike has reported that Wasco County has approved their portion of support to the Museum of \$22,500.00

Museum Director Report: Written report is attached. Cal McDermid went through his written report. Cal also the Wasco County Pioneer President.

Old Business:

Anderson House Insulation Update, Elizabeth Wallis, President-Elizabeth reported the PUD Grant has been submitted to Cathy today. Its \$17,209.00 is what was requested for a heat pump and wiring. The meeting date for the grant application is Tuesday June 4th 2019 at 3:00 p.m. at the PUD building.

Landscaping Project, Mike Wacker-The flowers have been planted, he will have to get more for the areas close to the stairwell. He planted petunias by the restroom and a old style rose. FLI is doing well.

New Business:


New applicant Jeff Wolfanger, a resident from The Dalles, works in White Salmon in the mental health profession. Jeff would like to help preserve history in the area and he would like to apply to be a member. Commissioners were all supportive of Jeff applying for membership. Jeff is an avid lover of history. Cal will get Jeff an application. Jeff has been volunteering at the museum already.

Cal arranged for a customer of the Empress to do a walk on the ruts of the Oregon Trail coordinated Museum Director Patty Fields. Cal would like to further explore coordinated efforts for tours.

By-Laws

Elizabeth mentioned the next meeting we will be dealing with the By-Laws and also we will have to go into Executive Session to do Cals review.

The meeting was adjourned at 7:04 p.m.

Approved: ~~At~~ June 11th, 2019
Accepted: Elizabeth Walus 
FDM: A+ president

AGENDA MUSEUM COMMISSION
May 14TH, 2019 6:00 PM
Northern Wasco County PUD Conference Room
2345 River Road, The Dalles, OR 97058- Please use the side door entrance
This meeting will be conducted in a handicap accessible room.

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. Speaker 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 - Loyal - Mike - Mary
- APPROVAL OF AGENDA
- APPROVAL OF MINUTES FROM LAST MEETING

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

TREASURER'S REPORT:

MUSEUM DIRECTOR'S REPORT:

OLD BUSINESS:

- AH insulation update- Elizabeth
- Landscaping project- Mike

NEW BUSINESS:

- New Commission Member Jeff Wolfanger?

ADJOURN

NEXT MEETING: June 11TH AT THE PUD

**Museum
Monthly Financial Report
Fiscal Year 2019 - May 2019**

Filters	
Fd	211
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	89,314	99,845	80,742	111.8%	139.1%	23.7%	19,103.04
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	142,775	142,775	142,775	100.0%	100.0%	0.0%	-
BEGINNING FUND BALANCE-R Total	232,089	242,620	223,517	104.5%	111.3%	8.5%	19,103.04
INVESTMENT EARNINGS-R							
INTEREST EARNED	2,000	3,893	2,609	194.7%	217.4%	49.2%	1,284.36
MARK-TO-MARKET	-	1,807	-	#DIV/0!	#DIV/0!	#DIV/0!	1,807.42
INVESTMENT EARNINGS-R Total	2,000	5,701	2,609	285.0%	217.4%	118.5%	3,091.78
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	256,589	270,821	248,626	105.5%	110.7%	8.9%	22,194.82
NON-DEPARTMENTAL RESOURCES-R Total	256,589	270,821	248,626	105.5%	110.7%	8.9%	22,194.82
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	22,500	23,493	21,395	104.4%	107.0%	9.8%	2,098.55
MEMBERSHIPS	6,500	8,538	8,261	131.3%	103.3%	3.3%	276.50
MERCHANDISE SALES	3,000	2,632	2,201	87.7%	73.4%	19.6%	431.08

Museum
Monthly Financial Report
Fiscal Year 2019 - May 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
LICENSES FEES & PERMITS-R Total	32,000	34,662	31,856	108.3%	102.8%	8.8%	2,806.13
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	16,875	18,750	75.0%	83.3%	-10.0%	(1,875.00)
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	16,875	18,750	75.0%	83.3%	-10.0%	(1,875.00)
MISCELLANEOUS-R	-	2,522	-	#DIV/0!	0.0%	#DIV/0!	2,522.05
CONTRIBUTIONS & DONATIONS-R	6,500	2,310	11,949	35.5%	170.7%	-80.7%	(9,639.50)
MUSEUM OPERATING EXPENDITURES-R Total	61,000	56,369	62,555	92.4%	100.9%	-9.9%	(6,186.32)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-R Total	61,000	56,369	62,555	92.4%	90.7%	-9.9%	(6,186.32)
MUSEUM Total	317,589	327,190	311,182	103.0%	106.0%	5.1%	16,008.50
Revenue Total	317,589	327,190	311,182	103.0%	106.0%	5.1%	16,008.50
Expense							
MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	39,254	32,556	32,630	82.9%	94.8%	-0.2%	(74.18)
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	4,500	9,636	5,865	214.1%	130.3%	64.3%	3,771.52
BLDG REPAIR & MAINT	20,000	31,314	811	156.6%	4.1%	3760.6%	30,503.30
BOOKS	300	1,464	1,103	488.1%	367.6%	32.8%	361.40
CONTRACTED SERVICES	18,400	240	1,945	1.3%	10.6%	-87.7%	(1,704.97)
COPIER - LEASE & MAINTENANCE	500	901	389	180.1%	48.6%	131.6%	511.76
DUES & SUBSCRIPTIONS	250	-	125	0.0%	15.6%	-100.0%	(125.00)
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	525	38	105.0%	2.5%	1281.6%	486.99
MAINTENANCE - GROUNDS	7,500	4,924	6,645	65.7%	88.6%	-25.9%	(1,720.88)
MUSEUM EXPENSES	1,350	1,279	2,920	94.7%	97.3%	-56.2%	(1,641.21)
POSTAGE	500	310	269	62.0%	44.9%	15.1%	40.60
SUPPLIES - FOREST SERVICE	2,000	2,459	1,482	122.9%	49.4%	65.9%	977.15
TELEPHONE	1,250	1,140	1,137	91.2%	94.7%	0.3%	3.01
TRAINING & EDUCATION	1,000	100	-	10.0%	0.0%	#DIV/0!	100.00
UTILITIES	10,000	6,983	8,888	69.8%	115.4%	-21.4%	(1,905.43)
OUTSIDE PLANT MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	607	282	607.5%	#DIV/0!	115.5%	325.62
MATERIALS & SERVICES-E Total	69,150	61,883	31,899	89.5%	44.4%	94.0%	29,983.86

**Museum
Monthly Financial Report
Fiscal Year 2019 - May 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
CAPITAL OUTLAY-E	6,500	-	2,500	0.0%	250000.0%	-100.0%	(2,500.00)
MUSEUM OPERATING EXPENDITURES-E Total	114,904	94,439	67,029	82.2%	63.1%	40.9%	27,409.68
MARTIN DONATION-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
ADMINISTRATION-E Total	114,904	94,439	67,029	82.2%	63.1%	40.9%	27,409.68
MUSEUM Total	114,904	94,439	67,029	82.2%	63.1%	40.9%	27,409.68
Expense Total	114,904	94,439	67,029	82.2%	63.1%	40.9%	27,409.68

FORT DALLES MUSEUM/ANDERSON HOMESTEAD
May 2019 DIRECTOR'S REPORT
For June 11, 2019, Museum Commission Meeting

A report taken from the daily logs for the month of May 2019:

- Admissions collected in May \$1,640.00.
- Cruise Ship admissions in May \$2,205.00
- Friendship renewals for May \$40.00.
- Donation boxes in the Surgeon's Quarters and Anderson Homestead collected \$242.50 in donations in May.
- Total Volunteer Hours for May: 439

- The landscaping project continues. Mike Wacker is supervising this project. The flower beds at the front gates and in front of the Surgeon's Quarters are really taking off. We point out to guests that the flowers planted are what people would have planted in 1905.

- We had a total of 475 cruise ship passengers visit Fort Dalles/Anderson Homestead. That brings in \$ 2,375.00 income from the cruise ships for May.

- The Marimba band from Colonel Wright School put on a concert at Fort Dalles Museum on May 16. This is becoming an annual event and is enjoyed by all who are lucky enough to be here when they are playing.

- Dry Hollow School 4th Graders visited Fort Dalles Museum on May 22. There were approximately 70 students and 8 adults in the group.

- Mary Davis has been meeting with a group of local textile experts to evaluate some of the fabric pieces that we have in the collection. This is their second visit to the Museum.

- We continue to get very positive reactions from visitors when they view the Vehicle Building.

- I represented Fort Dalles Museum/Anderson Homestead at the 97th Annual Meeting of the Old Wasco County Pioneers Association.

- I received an unexpected phone call from a 4th grade class from Massachusetts who put me on speaker phone so that they could interview me about the Oregon Trail. We talked for about 20 minutes and I think I was able to answer their questions. They chose to call Fort Dalles Museum because of its location on the Oregon Trail and because they liked the web site.

- I continue to make my monthly visit to Al Wynn's Coffee Break on the second Wednesday of the month.

- Respectfully Submitted

Cal

Financial Notes for Museum – May 2019

- The fiscal year is 91.6% complete (11/12 of the fiscal year is complete)

Revenues

- Investment income is now \$3,893; \$5,701 when the mark to market adjustment is added in
 - Mark-To-Market had been pulling the interest down. However, this was due to a maturity recorded incorrectly. This was adjusted and now interest is even more.
 - Investment (net) earnings are now at 285.0% of budget execution
- Admissions now total \$23,493 – May only added \$2,826 to the admissions revenue
 - This is at 104.4% of the budget execution
 - It is \$2K more than last year at this time
- Memberships increased to \$8,538 for an execution of 131.3%
 - This is another \$350 raised in May
 - Only \$277 more than last fiscal year
- Nine months of payments from The Dalles have been credited

Expense

- Personnel budget is executing at 82.9%
 - At this rate, the final amount will be just over \$3,300 under budget
- Materials & Services are now at 89.5% budget execution – within the straight-line assumption
 - Still keep an eye on the spending as the year is ending
 - May spent \$5.5K
 - June has \$7,267 available
- No capital has been spent at this point – still have appropriation for \$6,500

The fund is doing well within the budget plan. Revenues are above projections while expenses are within budget limits. New revenues are \$84,570 with expenses at \$94,439 meaning a decrease in fund balance of \$9,869 or almost a \$1K less than last month – the gap is closing. The difference was caused due to a planned intent to utilize fund balance because of a grant received in a previous fiscal year and expended this fiscal year.