

Fort Dalles Museum and Anderson Homestead Commission Meeting  
Regular Meeting Minutes  
September 9, 2019

Fort Dalles Museum

Commission Members present: Elizabeth Wallis, President, , Dalia Thompson Treasurer/Secretary, Donna Lawrence, Jeff Wolfanger, Loyal Quackenbush, Mike Wacker.

Commission Members absent and excused: Eric Gleason

Others present: Mary Davis

Call to Order: The meeting was called to order at 6:02 p.m.

Museum Staff present: Cal McDermid

Agenda: Donna moved to approve the agenda, Loyal seconded.

Minutes Reviewed: Elizabeth Read Meeting minutes from August 13, 2019. Donna moved to accept the minutes as corrected, Dalia seconded, motion passed.

Public Comments:

Treasurers Report:

Dalia deferred to Mike who handed out the monthly report. Attached. Dalia asked about getting a final for 2018/19. Donna asked about getting information about what note cards sold. Mike agreed that we could add a line item for The FDM Foundation. Donna asked about the Enterprise Funds. Mike talked about his preferences on going out for RFP.

Mike also spent time addressing the Martin donation and its intent regarding the Transportation building and the Anderson Homestead

Presidents Report:

Winter hours. Elizabeth will be gone for the November meeting. Cal suggested limited hours in December, and total closure in January and February. It will be posted on Face Book and Web Page

Directors Report: Attached

Old Buisness:

Eric found out that the old historical signs were done at around \$200.00 a piece. The original company that made them no longer makes them. Dawn Hert is the contact at the city.

We are also waiting to hear about the designation of the Gardner's cottage.

We will table both discussions until a later date.

NewBusiness: Loyal read the bids on the Anderson House is \$5675, cleaning and staining, the Granary is \$1800 for a total of \$7475.00

Daliea made the motion to approve the expense for the staining of the Anderson House and Granary. Elizabeth seconded.

Concrete staining was bid at \$2800.00 Loyal suggested that we should get the buildings cared for first. Cal suggested he do a fund raiser for this project on the next 110 fund raiser.

Elizabeth asked for a motion to boost our Google at \$100.00 for 9 months. Daliea made the motion, and Loyal seconded it. The motion passed.

Donna brought up that Daliea and Elizabeth terms will expire. Elizabeth and Daliea will tell the county they are still interested in serving.

Jeff Wolfanger has brought up insurance resources for museums. He needs to gather more information if we are affiliated with Museum Organizations. Jeff also wanted to know what items from the collection that we want to be insured. Elizabeth suggested that staff take the winter to identify what items they would want to be insured.

Next Meeting: is at the Museum on Tuesday, October 8<sup>th</sup>. 2019 at PUD Conference Room

Meeting was adjourned at 7:07

Approved & accepted Dec. 10<sup>th</sup> 2019  
FDM & AHC Commission President Elizabeth Walker

AGENDA MUSEUM COMMISSION September 10th, 2019 6:00 PM  
Fort Dalles Museum, 500 W. 15th The Dalles, Oregon  
*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. 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 - Loyal - Mike - Jeff-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:**

- National Historic Society signage- do we have a leader on this?  
Do we need to purchase the signage?
- Pics of Jeff & Donna to website (in October-reminder)
- Update from Eric about Gardner's Cottage-paperwork off to SHPO

### **NEW BUSINESS:**

- Winter Hours-vote

- \$6,500 in Capital line-item to be used for staining of AH and retaining wall, window caulking - VOTE
- New pics of AH for website / Rob
- Ownership of FB page has moved from Trish to Cal & me
- Immense recommends a \$100 p/m spend on Google ads (vote)
- Shout out to Cal for getting admin. rights on FB sorted out w/ Trish!
- Do we have any money in the budget for office chairs that aren't dangerous?

**ADJOURN**

**NEXT MEETING: AT THE PUD October 8th, 2019**

## Financial Notes for Museum – September 2019

- 3<sup>rd</sup> month of the fiscal year
- Accruals for prior fiscal year are all completed
- Straight-line assumption for analysis is 25.0% as this is the 3<sup>rd</sup> month of the fiscal year (3/12)

### Revenues

- Interest is \$439 more than last year at this time and executing at 36.6%.
- Admissions are \$15,587 as of the end of September. This is \$5,573 more than last fiscal year at this time
  - Last year at this point, the Museum was at 44.5% budget execution for admissions, the current year is at 55.7%.
- Memberships have remained flat, but this is to be expected with the membership drive model the Museum Commission is using
- Merchandise is continuing to grow – budget execution is 56.8% and \$758 more than last fiscal year
  - This is a total of \$1,705 to date
- Donations are \$2,774 which is an execution rate of 42.7%
- 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

### Expense

- Personnel is executing at 22.0%, which is within the straight-line budget expectation
  - The amount is \$776 more than last fiscal year
- Grounds maintenance is up to \$3,168 and a budget execution of 42.2%
  - The tables purchased early in the year are the reason, this is non-linear and budget will be watched
- Museum Expenses are executing at 43.9%
  - This is primarily due to purchase for \$419 to get a Square terminal and paper for the terminal
- Contracted Services does not have any transactions recorded yet
  - This is where the projects Loyal is working on will be coded
  - The budget was set for using the PUD Grant that is now flowing through The Dalles
  - Museum will have a decision to make
    - As there will be now specific one time revenues to offset the projects, how to fund it:
      - Decrease fund balance to the extent necessary
      - Decrease the Reserved fund balance by the expense or portion if it qualifies under the restrictions

- Do not need to decide now – just before the end of the Fiscal year which will allow time for the work to be completed

### **Overview**

The fund is performing well. The only concern is the future costs coming for the improvement projects Loyal is leading. And it is not really a concern – more a matter of how the Commission wishes to allocate the costs. Which, if the admissions continue at the current rate, could well be a moot point.

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2020 - September 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
<b>Revenue</b>							
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	1,317	879	36.6%	43.9%	49.9%	438.55
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	185	91	#DIV/0!	#DIV/0!	104.6%	94.81
INVESTMENT EARNINGS-R Total	3,600	1,503	969	41.7%	48.5%	55.0%	533.36
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	257,411	251,976	266,089	97.9%	103.7%	-5.3%	(14,113.38)
NON-DEPARTMENTAL RESOURCES-R Total	257,411	251,976	266,089	97.9%	103.7%	-5.3%	(14,113.38)
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	28,000	15,587	10,014	55.7%	44.5%	55.6%	5,572.70
MEMBERSHIPS	8,000	980	75	12.2%	1.2%	1206.0%	904.50
MERCHANDISE SALES	3,000	1,705	947	56.8%	31.6%	80.0%	757.65

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2020 - September 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	39,000	18,271	11,036	46.8%	34.5%	65.6%	7,234.85
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	7,500	1,875	33.3%	8.3%	300.0%	5,625.00
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	7,500	1,875	33.3%	8.3%	300.0%	5,625.00
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
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	2,774	613	42.7%	9.4%	352.9%	2,161.82
MUSEUM OPERATING EXPENDITURES-R Total	86,565	28,546	13,524	33.0%	22.2%	111.1%	15,021.67
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	86,565	28,546	13,524	33.0%	22.2%	111.1%	15,021.67
MUSEUM Total	343,976	280,522	279,613	81.6%	88.0%	0.3%	908.29
<b>Revenue Total</b>	<b>343,976</b>	<b>280,522</b>	<b>279,613</b>	<b>81.6%</b>	<b>88.0%</b>	<b>0.3%</b>	<b>908.29</b>
<b>Expense</b>							
<b>MUSEUM</b>							
<b>ADMINISTRATION-E</b>							
<b>MUSEUM OPERATING EXPENDITURES-E</b>							
PERSONAL SERVICES-E	42,773	9,393	8,618	22.0%	22.0%	9.0%	775.85
<b>MATERIALS &amp; SERVICES-E</b>							
ADVERTISING & PROMOTIONS	5,000	740	965	14.8%	21.4%	-23.3%	(225.00)
BLDG REPAIR & MAINT	6,000	360	16,500	6.0%	82.5%	-97.8%	(16,140.00)
BOOKS	1,300	467	142	36.0%	47.4%	228.8%	325.33
CONTRACTED SERVICES	19,565	-	-	0.0%	0.0%	#DIV/0!	-
COPIER - LEASE & MAINTENANCE	500	193	-	38.5%	0.0%	#DIV/0!	192.59
DUES & SUBSCRIPTIONS	350	-	-	0.0%	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	-	-	0.0%	0.0%	#DIV/0!	-
HOME RULE CHARTER	500	-	-	0.0%	0.0%	#DIV/0!	-
MAINTENANCE - GROUNDS	7,500	3,168	2,191	42.2%	29.2%	44.6%	976.92
MUSEUM EXPENSES	1,500	659	257	43.9%	19.0%	156.4%	401.95
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	170	242	8.5%	12.1%	-29.8%	(72.05)
TELEPHONE	1,250	253	308	20.2%	24.6%	-17.8%	(54.88)
TRAINING & EDUCATION	1,000	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	1,323	2,129	13.2%	21.3%	-37.9%	(805.95)



**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2020 - September 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	
OUTSIDE PLANT MAINTENANCE	500	(40)	-	-8.0%	0.0%	#DIV/0!	(40.00)
SUPPLIES - MERCHANDISE	100	-	423	0.0%	423.0%	-100.0%	(422.99)
MATERIALS & SERVICES-E Total	58,065	7,293	23,157	12.6%	33.5%	-68.5%	(15,864.08)
CAPITAL OUTLAY-E	6,500	-	-	0.0%	0.0%	#DIV/0!	-
MUSEUM OPERATING EXPENDITURES-E Total	107,338	16,687	31,775	15.5%	27.7%	-47.5%	(15,088.23)
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	107,338	16,687	31,775	15.5%	27.7%	-47.5%	(15,088.23)
MUSEUM Total	107,338	16,687	31,775	15.5%	27.7%	-47.5%	(15,088.23)
<b>Expense Total</b>	<b>107,338</b>	<b>16,687</b>	<b>31,775</b>	<b>15.5%</b>	<b>27.7%</b>	<b>-47.5%</b>	<b>(15,088.23)</b>

**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**  
**September 2019 DIRECTOR'S REPORT**  
**October 8, 2019 Museum Commission Meeting**

- A report taken from the daily logs for the month of September: 364 paid visitors and 461 (730) Cruise Ship passengers for a total of 825 (1124) paid visitors. There was 1 event held in September: Thank You to \$110 for 111 years donors. There were 154 complimentary guests, members and visitors on the grounds. Museum Bookstore: \$433.50. There was one \$40.00 Friendship renewal. Donations: \$372.00  
Total Volunteer Hours for August: 947 hours.
- We had guests from the following states and countries in the month of August: Montana, California, Pennsylvania, Arizona, Oregon, Washington, New Hampshire, North Dakota, Minnesota, Wisconsin, Kentucky, Missouri, Georgia, Tennessee, Maryland, Florida, Virginia, Nevada, Texas, Kansas, Utah, Michigan, Colorado, Vermont, Idaho, Ohio, New Mexico, Iowa, Illinois, Wyoming, Oklahoma, New York, South Carolina, Canada, France, United Kingdom.
- We had 461 Cruise ship visitors in September. The busiest cruise ship day was September 13 with 82 visitors from the Empress. Slowest cruise ship day was September 26 with 11 visitors. Income in the month of September from all the cruise ships is \$2,305.00.
- I did the monthly radio talk on KODL.
- I spoke to the Kiwanis Club and gave them an update on everything at Fort Dalles Museum/Anderson Homestead. The annual Kiwanis Club Apple Cider Pressing is on Thursday October 27 at Fort Dalles Museum.
- There was a party held at Fort Dalles Museum to thank all the contributors to the \$110 for 111 years fundraising event. This campaign brought in \$7457.00. I planned an outside event so that all of the contributors could see and enjoy all of the changes and improvements. Unfortunately, it was a rainy blustery day and there was a very light turnout for the event.

Respectfully Submitted

STEEL STREAMS PAINTING

CCB# 152574

PHONE (541) 980-1009

3004 E 12TH ST.

THE DALLES, OR 97058

Contractors Invoice

WORK PERFORMED AT:

TO: FORT DALLES MUSEUM  
500 WEST 15TH  
THE DALLES, OR

Auserson GRANARY  
~~Granary~~

DATE

YOUR WORK ORDER NO. →  
Clean Arms Clean

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

- ① Clean walls / with log cleaner
- ② Rinse Building Down with Garden Hose
- ③ Apply Clear UV protection stain

MATERIAL & LABOR

\$1800<sup>00</sup>

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_).

This is a  Partial  Full invoice due and payable by: \_\_\_\_\_

in accordance with our  Agreement  Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_

Month Day Year Month Day Year

STEVE STROU PAINTING AND HANDYWORK  
CCB# 152574  
PHONE (541) 980-1009

3004 E 17TH ST,  
THE DALLES, OR 97058

Contractors Invoice

WORK PERFORMED AT:

Anderson House

TO: Fort Dalles Museum (Anderson House)

THE DALLES, OR 97058

DATE

2/20/19

YOUR WORK ORDER NO.

Exterior Clear Finish

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

- ① WASH Entire Building.
- ② Cover All Windows And Doors.
- ③ Spray And Back Brush Super Deck Clear Finish on Building.  
(Same Product we use on museum)
- ④ Spray And Back Brush 2nd Coat of Clear Finish 24 hours after first coat has dried.
- ⑤ Clean-up after all work is complete.

MATERIAL AND LABOR \$5675<sup>00</sup>

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_).

This is a  Partial  Full invoice due and payable by: \_\_\_\_\_

Month

Day

Year

in accordance with our  Agreement  Proposal

No. \_\_\_\_\_ Dated \_\_\_\_\_

Month

Day

Year