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 realationship 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 adjorned at 7:04 p.m.

Approved: At June 11th, 2019
Accepted: Elizabeth Walsh
FDM & AH 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
<table>
<thead>
<tr>
<th>Account</th>
<th>Current Budget</th>
<th>Current Actual YTD</th>
<th>Prior Year Budget Executed</th>
<th>Prior Year Budget Executed</th>
<th>Year to Year % Change</th>
<th>Current Year - Prior Year</th>
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<tr>
<td><strong>Revenue</strong></td>
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<td><strong>MUSEUM</strong></td>
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<td>NON-DEPARTMENTAL RESOURCES-R</td>
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<td>MUSEUM NON OPERATING RESOURCES-R</td>
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<td>MUSEUM OPERATING EXPENDITURES-R</td>
<td>LICENSES FEES &amp; PERMITS-R</td>
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<td>ADMISSIONS</td>
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<td>MERCHANDISE SALES</td>
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Museum Financials page 1 of 3
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<th>Account</th>
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<th>Current Actual YTD</th>
<th>Prior Year Actual YTD</th>
<th>Current Year to Prior Year % Change</th>
<th>Current Year - Prior Year</th>
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<td>INTERGOV'T REV - NON SINGLE AUDIT-R Total</td>
<td>22,500</td>
<td>16,875</td>
<td>18,750</td>
<td>75.0% 0.0%</td>
<td>(1,875.00)</td>
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<td>MISCELLANEOUS-R</td>
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<td>CONTRIBUTIONS &amp; DONATIONS-R</td>
<td>6,500</td>
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<td>MUSEUM Total</td>
<td>317,589</td>
<td>327,190</td>
<td>311,182</td>
<td>103.0% 5.1%</td>
<td>16,008.50</td>
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**Revenue Total**  
317,589 327,190 311,182 103.0% 106.0% 5.1% 16,008.50

**Expense**  
MUSEUM  
PERSONAL SERVICES-E  
MATERIALS & SERVICES-E  
ADVERTISING & PROMOTIONS  
BLDG REPAIR & MAINT  
BOOKS  
CONTRACTED SERVICES  
COPIER - LEASE & MAINTENANCE  
DUES & SUBSCRIPTIONS  
EQUIPMENT - REPAIR & MAINTENANCE  
HOME RULE CHARTER  
MAINTENANCE - GROUNDS  
MUSEUM EXPENSES  
POSTAGE  
SUPPLIES - FOREST SERVICE  
TELEPHONE  
TRAINING & EDUCATION  
UTILITIES  
OUTSIDE PLANT MAINTENANCE  
SUPPLIES - MERCHANDISE  
MATERIALS & SERVICES-E Total  

Museum Financials page 2 of 3
### Museum Monthly Financial Report
#### Fiscal Year 2019 - May 2019

<table>
<thead>
<tr>
<th>Account</th>
<th>Current Budget</th>
<th>Current Actual</th>
<th>Prior Year Actual</th>
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<td>CAPITAL OUTLAY-E</td>
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<td>250000.0%</td>
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<td>MUSEUM OPERATING EXPENDITURES-E Total</td>
<td>114,904</td>
<td>94,439</td>
<td>67,029</td>
<td>82.2%</td>
<td>63.1%</td>
<td>40.9%</td>
<td>27,409.68</td>
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<tr>
<td>MARTIN DONATION-E</td>
<td>-</td>
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<td>0.0%</td>
<td>#DIV/0!</td>
<td>-</td>
</tr>
<tr>
<td>ADMINISTRATION-E Total</td>
<td>114,904</td>
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<td>40.9%</td>
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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.