

## REPORT TO PARKS AND COMMONS COMMISSION

**DATE:** May 10, 2019  
**MEMO TO:** Parks and Commons Commission Members  
**FROM:** Mary Crook, Little Log Church Board Secretary, Volunteer Coordinator, Events Coordinator.

As Secretary to the Board of Directors of the Little Log Church and Museum (hereafter called LLC&M), I would like to keep you apprised of the LLC&M's activities, events, income, and other pertinent information to help you better understand who we are and what we do. I am including minutes from the last three board meetings, some background information, and some statistics to give you a little perspective of where we stand with regard to volunteer hours, income, and our relationship with our residents and many visitors who come to Yachats.

In the past we have maintained a relatively independent existence within the city. We do, however, wish to enjoy a harmonious and cordial relationship with Parks and Commons. In the future we will provide you with up to date reports on a regular basis.

**Background information:** After the completion of the renovation of the LLC&M in 1993, the following Mission Statement was filed with the city and designated as Resolution No. 304:

- I. To be a historical monument preserving the record of early Yachats Christian and indigenous communities.
- II. To present for public enjoyment examples of local art and literature.
- III. To provide a place on the Oregon Coast for weddings and other special events.

We would also add: To be a repository for records that document significant events in Yachats history and progress. (For example: records and correspondence pertaining to the development of the 804 Trail and the Amanda Trail)

**Statistics: Volunteers:** This year we have 14 volunteers. Some work alternate days as docents – e.g. every other Sunday or Tuesday; some are substitutes who work as needed; some work the same day each week. Some board members work as docents; some provide independent time and services using specialized skills.

For the fiscal year 2017-2018 the total volunteer hours were **968**. Year-to-date hours for volunteers from July 1, 2018 to May 5, 2019 have been **679**. This does not yet include the hours accumulated by board members for services. The total hours for each volunteer for the current fiscal year will be provided at the end of June 2019.

**Statistics: Income:** We record income from weddings and events, sales, and donations and submit to the city periodically. A report of totals for the last two complete fiscal years and for the YTD current year is included in this packet. In summary, the LLC&M has deposited **\$2,261** for fiscal year 2016-2017 (we were closed part of that year for roof repairs); **\$3,164.25** for fiscal year 2017-2018; and YTD for fiscal year through April 29, 2019 has been **\$2,125**.

**Statistics: Visitors:** YTD this fiscal year (July 1, 2018 through May 5, 2019) our volunteers have enjoyed greeting **1716** visitors from 32 states and 9 countries and provinces. Summer will always bring more, of course. We try to ask our visitors to sign our guest book and comment if they wish. Some slip by, but we think this gives us an idea of who stops by to see us. Recently a woman told me she came by last year alone and wanted to bring her husband by to see it this year.

**Events:** In addition to the LLC&M being a popular venue for small weddings and memorial services, there are many other events that take place there. Since 1996 we have had group marriage and commitment ceremonies each February 14. Our Valentine's Day renewals have become quite well known. Over the years hundreds of couples have visited Yachats to renew their commitments and hear an inspirational (sometimes quite entertaining) message. Some couples schedule their vacations around this event. We've been written up in northwest newspapers, and Oregon Coast Magazine, among others.

Other events have included our annual Blessing of the Animals each October in the Saint Francis Garden. We have always been able to have it outdoors, as the October weather has accommodated us for 14 years.

Press releases have gone to the major newspapers in Oregon, written by the LLC&M events coordinator as well as distributed by the Yachats Area Chamber of Commerce in print and social media. In 2017 and 2018 we had several concerts – flute and piano, alternative cello, Celtic music, sacred chanting and more.

We have also been included in a recently published book entitled *The Oregon Coast Guide to the Unexpected* – a two page spread with text and photos.

**Our philosophies and more:** Our volunteers all agree we are ambassadors of Yachats – an enthusiastic visitor center, if you will. Literally hundreds and hundreds of people glean valuable information about the Yachats area – where to go for sights, nature, walks, eats and more. They may be first time visitors or have come here for years. Many get their information from our volunteers. Many return for other Yachats experiences. The information we share link with lodgings, restaurants, parks, shops and more. In short, we are all tied together. Yes, we are more than just a museum; we are part of the place called Yachats.

Thank you for the opportunity to share this information with you.

Sincerely,



Mary Crook

For the Little Log Church and Museum

**LITTLE LOG CHURCH AND MUSEUM  
MINUTES OF MONTHLY BOARD MEETING**

**March 14, 2019**

**Board members present:** Mary Crook, Vicki Martin, Karl Christianson, John Thornton, Katie Johnson, Leon Sterner. **Also present:** Heather Hoen, facilities manager; Shannon Beaucaire, city manager; Rick McClung, city maintenance manager; John Purcell, chair, Parks and Commons Commission; Carl Miller, retired LLC&M director; Mark Shepherd; Quinton Smith, reporter and editor Yachats News.Com; Duane Martin; David Johnson.

Primary purpose of this meeting was to hear report by Heather Hoen concerning the physical condition of the Little Log Church and Museum and consider options about its future.

Board members had already received copies of engineer' certified inspection report and report from Red Hat Construction.

Heather explained that due to extensive dry rot, other damage from years of exposure, and issues due to foundational problems, it is necessary to make an immediate decision about the LLC&M future. Options are: (1) Leave alone (2) Execute a complete renovation (3) Replace the current building with a replica.

Heather explained current codes require building comply to ADA standards as well as that seismic issues be taken into consideration. Also, a renovation could take years, while a replica could take about one year. Board stressed we must also take measures to maintain the acoustical quality now present in the current building.

Board agreed to participate in developing an on-going maintenance plan for the building, as opposed to a "triage" approach.

After thorough discussion by the board, Leon Sterner moved that the board accept the option to remove the existing Little Log Church building and replace it with a building that not only replicates the structure of the original building but also maintains the spirit and design of the present Little Log Church. Board unanimously approved the motion. Decision would be reported to the Parks and Commons Commission at their next meeting. As many board members as possible should be present in support of this move.

Additional questions to consider: storage issues for artifacts, furniture, etc. during reconstruction; should the museum remain open during this time; program to educate community on our progress;

**Other Business:** Board unanimously agreed to appoint Mark Shepherd as a Board Member.

*Minutes submitted by Mary Crook*

**LITTLE LOG CHURCH AND MUSEUM  
MINUTES OF MONTHLY BOARD MEETING**

**April 11, 2019**

**Board members present:** Mary Crook, Vicki Martin, Karl Christianson, John Thornton, Leon Sterner, Mark Shepherd. **Absent:** Katie Johnson.

**Minutes of previous meeting:** Reviewed and approved.

**Treasurer's Report:** Board reviewed report. Treasurer reported city is acquiring a new bookkeeping program called "Springbrook", to be launched July 1<sup>st</sup>.

**Curator's Report:** None this month.

**Weddings and Events:** One vow renewal last month.

**Volunteer Report:** We are covering shifts.

**Landscaping:** Jack and Mary Eriksen are moving to Arizona. Karl to consult with Mary E. about finding a replacement.

**Other Business:** (1) Karl and Carl met with Parks and Commons Chair John Purcell recently. Karl produced a document from 1997 in which the goals and by-laws of the LLC&M and its Board were adopted. Karl said that the LLC&M had been under the oversight of city council, but in 2017 that was changed to Parks and Commons. In the meeting it was discussed that the mission of the LLC&M was not to be fundraisers, but to be a source for the preservation of local history. Purcell said we (LLC&M Board) could attend P&C meetings if we wished. Also, we could remain a 501(c)4. (2) The Ladies Club has offered to host a dinner for the LLC&M. (3) John Thornton reported the Lions Club offered to make a donation to the LLC&M. (4) Donations to the LLC&M will be passed along to the city. (5) We are not expected to write grants. (6) The City Manager thinks the LLC&M should be subsidized by gov't. (7) Homeless issues: We could consider turning off the outside outlets to deter people from hanging out. Heather should be contacted if there is a problem. (8) Other ideas: Kimmie reported to Mary that people ask about memorial plaques, etc. Judy Kauffman suggested that if we replace the floor, perhaps we could use the wood to make picture frames for historical photos. Leon suggested that we might have a separate book available for people to write suggestions or ideas about the new structure. (9) A dogwood tree has been planted as a memorial to Esther Palmer. Her daughter wants to create a time capsule to be placed on the grounds or in the building to be opened in 100 years. Ceremony to take place Easter Sunday.

Carl Miller and Heather will participate in an outreach program with education the prime focus. They will speak to the Ladies Club, the Lions Club, C.of C. etc. Fundraising will also be a focus.

Karl has filed the 2018 Tax Return Form 990N to IRS. The 2019 Oregon non-profit fee of \$50 has been paid. Karl also filed form CT12 and paid \$20 to the Department of Justice re: charitable activities.

Mary approached architect David Chamberlin to see if he might be interested in being one of the architects considered to do the replica. He said yes, definitely. She e-mailed city manager, who replied his name has been mentioned by several people.

*Minutes submitted by Mary Crook*

**LITTLE LOG CHURCH AND MUSEUM  
MINUTES OF MONTHLY BOARD MEETING**

**May 9, 2019**

**Board members present:** Mary Crook, Vicki Martin, Karl Christianson, John Thornton, Leon Sterner, Mark Shepherd. **Absent:** Katie Johnson. **Also present:** Carl Miller, president of Friends of Little Log Church.

**Minutes of previous meeting:** Reviewed and approved.

**Treasurer's Report:** Mark reported that the city is partnering with the Oregon Council of Governments for the handling of financial affairs. Reps will visit Yachats on a regular basis and will handle payroll, bill payments, and processing, the LLC&M's report summaries, etc. They also have an IT consultant who can assist in technical issues. The new bookkeeping program called "Springbrook", to be launched July 1, should help make interpretation of Treasurer's report easier.

**Curator's Report:** Karl showed board material from a 1998 event honoring Carl Miller when he retired as LLC&M director. Material will go into our archives.

**Weddings and Events:** One wedding was held in April; a June 9<sup>th</sup> 40<sup>th</sup> anniversary renewal has been scheduled; there have been several calls of interest for future dates; the renaissance musicians from Eugene, who call themselves Byrdsong Consort are looking at dates for a concert in June or July. Their last concert here was a big success. Mary gave them some open dates last Sunday; possibility of a Buddhist priest visit for meditation, but no date set yet.

**Volunteer Report:** We are covering shifts.

**Landscaping:** Jack and Mary Eriksen are moving to Arizona. Their last date will be June 30<sup>th</sup>. Eriksens recommended a Mike Dedrickson as replacement. He has many years' experience. Karl will get contact information.

**Chimes:** Chimes ring inside and outside at noon and six p.m. The chimes set to go off inside only at 1:00 p.m. and 2:00 p.m., however, are not ringing, although we can hear the computer kick in at those times. Vicki said she would contact JD about it. Meanwhile Mark S. said he would be happy to take a look at the computer.

**Other Business:** (1) The small heaters (one in museum and one in sanctuary) still have not been fixed. Mark S. said the heaters are identical to ones he has at his home, and he could take a look at them. Mary will give him a key so he can come in at his convenience. (2) Carl, Karl, and Leon met with local writer Quentin Smith of Yachats News.com. Smith wanted to get their take on the LLC&M's changes and challenges. Karl said he did a good job on the article. (3) Mark said he spoke with Heather about blocking access to our outside power outlets. She suggested covering them with a tamper-proof locking cover. This would help to discourage homeless and/or vagrants from using them to charge their cell phones (or worse, bringing in hotplates, etc.)

**Friends Account:** \$9796.09. In addition, Mary turned over \$273 to Friends Account today, which was proceeds from sales of historical pictures and color notecards.

Karl has been researching differences between 501(c)3 and 501(c)4. Board agreed to pursue information with a qualified attorney regarding changing to a 501(c)3. Biggest advantage is contributors may avail themselves of tax deductible benefits for any contribution amount. In addition, it would allow us to do fundraising on a larger

*Minutes submitted by Mary Crook*

scale. Karl said he has a potential contribution of \$20,000 that has been offered, but he wants to check on the advantage of 501(c)3 status first. Carl has contact information on the attorney, and will write down specific questions in preparation for his meeting. It can be an expensive undertaking, (as much as \$3800) but might benefit us in the long run.

**Outreach:** Carl and Heather have already met with the Lions Club to explain the LLC&M situation and got a very favorable reception. They are scheduled to meet with the Ladies Club on May 15<sup>th</sup>, and Mary and Heather will meet with the Yachats Chamber of Commerce on May 22<sup>nd</sup>. Carl said that several people, both permanent and part time residents, have already approached him with offers to help with fundraising.

**HOURS WORKED FISCAL YEAR 2017-2018**

Christianson	Karl	35
Crook	Mary	129
Dolan	Dan	95
Harges	Nancy	129
Hickam	Janet	3
Hirschman	Donna	118
Johnson	Katie	118
Martin	Vicki	137
Pelovski	Donalee	3
Ramirez	Diane	63
Sterner	Leon	16
Thornton	John	122

**TOTAL:  
968**

**YTD VOLUNTEER HOURS 07-01-18 TO 05-05-19**

Armstrong	Pat	4
Christianson*	Karl	6
Crook*	Mary	104
Dolan	Dan	72.5
Hickam	Janet	3
Hirschman	Donna	60
Johnson*	Katie	93
Martin*	Vicki	137
Ramirez	Diane	54
Shepherd*	Mark	
Sterner*	Leon	
Thornton*	John	70
Walsleben	Ernie	42
Walsleben	Suzie	33.5

\* = Board Member

**TOTAL YTD: 679**

DATE DEPOSITED TO CITY	WEDDINGS/EVENTS	SALES	DONATIONS	TOTAL
7/25/2016	75	13	187	275
10/23/2016	37	46	182	603
11/28/2016	150	48	40	238
10/16/2017	80	83	169	232
1/27/2017	225	3	118	346
5/30/2017	22	18	134	377
6/29/2017	80	5	105	190
	<b>TOTAL:</b>			
	\$669.00	\$216.00	\$935.00	\$2,261
8/7/2017	0	48	183	231
9/11/2017	170	46	156	372
9/29/2017	150			150
1/29/2018	188.25	29	261	478.25
2/15/2018	440			440
3/19/2018	225	40	43	308
5/15/2018	360	13	156	529
5/29/2018	225	22	56	303
6/25/2018	210	12	81	303
6/29/2018	0	0	50	50
	<b>TOTAL:</b>			
	\$1968.25	\$210	\$986	\$3,164.25
7/22/2018	75	24	200	299
10/23/2018	235	26	129	390
2/5/2019	400	46	165	611
2/15/2019	330			330
3/19/2019		36	94	130
4/29/2019	125	94	146	365
	<b>YTD TOTAL:</b>			
	\$1,165	\$226	\$734	\$2,125