



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

**AGENDA**  
**COLUMBIA GATEWAY**  
**URBAN RENEWAL ADVISORY COMMITTEE**

Conducted in a Handicap Accessible Meeting Room

Tuesday, March 18, 2008  
5:30pm  
City Hall Council Chambers  
313 Court St.  
The Dalles, OR

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes of: February 19, 2008
- VI. Public Comment
- VII. Action Item:  
Property Rehab. Grant and Loan – Civic Improvements Grant Program  
Application from Wonderworks Children's Museum
- VIII. Discussion Item  
Flour Mill Grain silos engineering proposal
- IX. Next Meeting Date: April 15, 2008
- X. Adjourn



## **Columbia Gateway Urban Renewal Advisory Committee Minutes**

**Tuesday, February 18, 2008**

City Hall Council Chambers  
313 Court Street  
The Dalles, OR 97058  
*Conducted in a handicap accessible room.*

### **CALL TO ORDER**

Acting Chair Zukin called the meeting to order at 5:32 p.m.

### **ROLL CALL**

Planning Tech. Denise Ball conducted roll call.

Present members: Chris Zukin, Dick Elkins, Bill Dick, Nikki Lesich, Ken Farner (5:35 pm),  
Dan Ericksen (5:40 pm)

Absent members: Gary Grossman,

Staff present: Dan Durow, Community Development Director, Gene Parker, City  
Attorney, and Denise Ball, Planning Tech.

### **PLEDGE OF ALLEGIANCE**

Vice Chair Zukin lead the group in the Pledge of Allegiance.

### **APPROVAL OF AGENDA ITEMS**

Dick moved to approve the agenda and Lesich seconded. The motion carried unanimously,  
Farner, Ericksen, and Grossman absent.

### **APPROVAL OF MINUTES**

Vice Chair Zukin asked if there were any corrections or additions needed for the minutes of  
January 15, 2008. Lesich moved to approve the minutes as submitted and Dick seconded the  
motion. The motion passed unanimously, Ericksen and Grossman absent.

### **PUBLIC COMMENT**

None.

## **DISCUSSION**

Director Durow began the discussion by introducing Tom Beggs and Dan Skolrude from the firm of Hopper, Dennis, and Jellison PLLC.

Mr. Beggs said they had met with James Martin and will continue to work with him to make sure the Mill Property is provided convenient access that will not hinder development. They have also met with Sam Wilkins ,ODOT, and discussed permitting, time frames, approval process, finance and funding. Curtis Baker has also met with their firm regarding the historic Brewery Building.

The location of the round-about has been moved slightly to the southwest to better fit the geography and elevations. A single lane of traffic will exit eastbound to limit confrontation points. This will allow for the creation of seven additional on-street parking spaces for the east end businesses.

Mr. Beggs pointed out that this is a traffic project as well as an Economic Development project. The intersection must work. Beggs and Skolrude will be obtaining current traffic counts and turning movement counts. The large truck traffic through the intersection is somewhat seasonal. They will continue to work with James Martin and Staff on access issues.

Director Durow told the Committee about the possibility of a Transportation Enhancement Grant that would provide monies in 2009, 2010, and 2011.

The projected schedule for the project is:

- ❖ Come to agreement on the preliminary design in March.
- ❖ Open House for Public Input in April.
- ❖ Actual construction to start in late fall. Construction issues such as traffic detours were discussed. Options will be further considered.

## **STAFF COMMENTS**

None

## **FUTURE MEETINGS**

The next scheduled meeting is March 18, 2008.

## **ADJOURNMENT**

The meeting was adjourned at 6:25 P.M.

Respectfully submitted by Denise Ball, Planning Tech.



Dan Ericksen, Chair





## AGENDA STAFF REPORT



### URBAN RENEWAL ADVISORY COMMITTEE

**Meeting Date: March 18, 2008**

**DATE:** March 11, 2008

**TO:** Urban Renewal Advisory Committee

**FROM:** Denise Ball, Planning Technician

**THRU:** Nolan Young, City Manager   
Dan Durow, Urban Renewal Manager 

**ISSUE:** Semi-annual competitive Property Rehabilitation Grant application review and recommendation to the Agency Board.

**BACKGROUND:** The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

**APPLICATION:** The application from Wonderworks Children's Museum received on 1/31/08 was the only grant application that was received by the 1/31/08 deadline for this semi-annual period.

This application is for a grant of \$58,800.00. The purpose of the project is for renovation of a building that they plan to lease, and eventually purchase, at 206 Madison Street.

Wonderworks was established in 1977 and is a Domestic Non-Profit Corporation. Wonderworks Children's Museum mission is to give children and their families experiences in an original interactive environment that will cultivate, challenge and uphold their creative and intellectual potential. Their goals are to grow and serve children of the region ages 0-8 and their families through strong citizen base and permanent,

stable space and to sustain and build enriching activities and classes for children and their families while continuing to live within their means. Wonderworks has moved five times in the last 30 years and would like for this building to become a permanent home.

The building on Madison was built in 1940 and will initially require updated electrical, plumbing, and HVAC systems as well as a new roof. This grant request will cover Phase I of the building renovations, which are the roof repair and HVAC installation. Copies of the quotes are included.

Wonderworks has accumulated \$80,808 through fundraising and grants. This money has been committed to this project and will go towards Phase II of the renovation, which will include masonry repair, plumbing, electrical, paving, exterior paint, interior demolition/improvements, awning, and museum exhibits.

The application and the staff scoring of criteria are attached. The application is eligible and meets many of the criteria. There were no other applications.

Additionally, Wonderworks is currently working with the City Planning Staff for submittal and approval of their Conditional Use Permit application to apply a Community Facility Overlay on the property at 206 Madison for use as a museum and to resolve issues related to parking requirements. Any grant award would be contingent upon approval by the Planning Department.

**BUDGET IMPLICATIONS:**

The amount Budgeted for the Property Rehabilitation Grant & Loan Program for this fiscal year is \$140,155. Of that amount, \$54,155 is committed to existing obligations. A grant of \$18,667 was awarded in October 2007 during the first grant cycle. Total funds available for this grant cycle are \$67,333.

**RECOMMENDATION:**

**Staff Recommendation:** Move to recommend that the Urban Renewal Agency approve the request for a \$58,800 grant as submitted, contingent upon obtaining Conditional Use Permit and parking requirement approval through the Planning Department.

**ALTERNATIVES:**

Alternative 1: Move to recommend that the Urban Renewal Agency approve a grant for \$33,000 for the roof replacement only, contingent upon obtaining Conditional Use Permit and parking requirement approval through the Planning Department.

Alternative 2: Move to recommend that the Urban Renewal Agency approve a grant for \$25,800 for the HVAC system only, contingent upon obtaining Conditional Use Permit and parking requirement approval through the Planning Department.

Alternative 3: Move to recommend that the Urban Renewal Agency decline the grant request.

**Project Selection Criteria:**

Priority consideration will be given to each proposed project. Points will be allowed for factors indicated by well-documented, reasonable plans, which, in the opinion of the Agency, provide assurance that the items have a high probability of being accomplished. If an application does not address one of the categories, it receives no points for that category. The possible points are listed for each.

1. The project contributes in the effort to place unused or underused properties in productive condition and eliminates blighted conditions. **(10 points)** **10**  
Blighted Areas are defined in the Urban Renewal Plan in section 203. As part of that definition one of the conditions that characterize a blighted area is defined as follows:
  - A. *The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, which are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:*
    1. *Defective design and quality of physical construction;*
    2. *Faulty interior arrangement and exterior spacing;*
    3. *Overcrowding and a high density of population;*
    4. *Inadequate provision for ventilation, light, sanitation, open spaces, and recreational facilities; or*
    5. *Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;*
2. The project develops, redevelops, improves, rehabilitates or conserves property in ways which will:
  - A. Encourage expansion and development of jobs, **(20 points)** **0**
    - 1 job per \$10,000 or less granted – (20 points)
    - 1 job per \$10,001 to 20,000 granted – (15 points)
    - 1 job per \$20,001 to 35,000 granted – (10 points)
    - 1 job per \$35,001 to 50,000 granted – (5 points)
  - B. Increase property values and tax base, **(15 points)** **0**
    - Increase taxable value by \$50,000 or more – (15 points)
    - Increase taxable value by \$25,000 to \$49,999 – (10 points)
    - Increase taxable value by \$5,000 to 24,999 – (5 points)
  - C. Conserve historically significant places and properties, **(25 points)** **0**

D. Make The Dalles a more attractive and functional city in the following ways:	
i. Shows significant aesthetic improvement to the property (10 points)	7
ii. Provides needed services or community function (10 points)	8
iii. Serves a significant portion of the community, (5 points)	4
iv. Enhances the quality of life for residents of the city (5 points)	5
3. The project leverages other public and/or private sources of funding. (15 Points)	7
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)	
\$1 Urban Renewal grant to \$2 other funding – (10 points)	
\$1 Urban Renewal grant to \$1 other funding – (5 points)	
4. The Applicant shows that it is financially able to complete the project and maintain the property. (10 points)	5
5. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files. (25 points)	2.5
<b>TOTAL</b>	<b>48.5</b>

Memorandum – Administrative Points (#6. above)

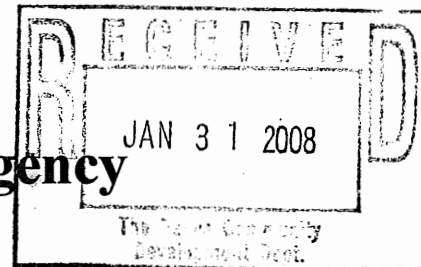
Though there is not a direct job creation sufficient to allow points in #2A, the indirect job and economic impact of the type of operation they are running is important (2.5 points)







# The Dalles Urban Renewal Agency



## Property Rehabilitation Grant and Loan Programs

### APPLICATION

Application Date January 31, 2008

Application Number \_\_\_\_\_

#### General Information

Applicant Wonderworks Children's Museum

Contact person Anne Kelly

Mailing Address P.O. Box 355

The Dalles, OR 97058

Property Address 206 Madison Street

The Dalles, OR 97058

Applicant is: \_\_\_\_\_ Property Owner ☒ Business Leasing the property

Telephone # (541) 980-3003 Fax# \_\_\_\_\_

Federal Tax ID # or Social Security # 93-0686750

Bank of account and contact Bank of the West

Edward Jones – Tara Donovan

Name of Business \_\_\_\_\_  
(if different than applicant)

Mailing Address \_\_\_\_\_

Name of Principal Kristen Booth

Executive Director

## PROJECT INFORMATION

Site address 206 Madison Street  
The Dalles, OR 97058

Legal Description 1N13E 3 AC  
\_\_\_\_\_  
\_\_\_\_\_

Building Age 1947 Square Footage 4887 sq. ft.

Building Use Children's Museum

### Project Description Outline

A local benefactor has purchased the building located at 206 Madison Street and will hold that building for  
Wonderworks until we can raise enough money to purchase it from him. While we work on our  
fundraising, he has given Wonderworks permission to proceed with renovating the building. The first  
phase of the renovation project will focus on stabilizing, preserving, and improving the building.  
Preventing water damage is our first step in stabilizing and preserving the building. In order to take this  
first step, the most important element that needs to be addressed is replacing the roof. According to an  
expert at Brown Roofing, the roof needs to be completely replaced. While we are replacing the roof, we  
are also working to improve the general condition and functionality of the building. Our first step in this  
effort is replacing, or installing, a functioning HVAC system. By completing these two tasks, we believe  
the structure will be preserved and allow us to move forward with the second phase of our project which  
will include improving the exterior aesthetics, renovating the interior, and creating the exhibits that we  
need to better serve our clientele. Please see the attached narrative for more information about our  
efforts to create a permanent home for the Wonderworks Children's Museum.

Please include the following with your Application:

1. Project Outline
2. Initial Concept sketches
3. Proposed timeline
4. Final plans and specifications (prior to final certification)

## EXPECTED PROJECT COSTS

### Phase I

<u>Cost Item</u>	<u>Est. Cost</u>
Roof repair	\$ 33,000.00
HVAC	\$ 25,800.00
<b>Subtotal</b>	<b>\$ 58,800.00</b>

### Phase II

Masonry repair	\$ unknown
Plumbing	\$ 11,800.00
Electrical	\$ 28,124.00
Awning	\$ 5,320.00
Paving	\$ 9,500.00
Exterior Paint	\$ 5,000.00
Interior demolition/improvements	\$ unknown
Museum Exhibits	\$ unknown
<b>Total</b>	<b>\$</b>

## PROPOSED SOURCES OF FUNDING

### Phase I

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>
Urban Renewal Grant	\$ 58,800.00		
Total Phase I	\$ 58,800.00	(Must equal Total of expected costs)	

### Phase II

Equity (applicant)	\$ 80,808.00		
Bank	\$		
Private Loan	\$		
Other(grants/donations)	\$ unknown		
Urban Renewal Grant	\$ unknown		
Urban Renewal Loan	\$		
Total Phase II	\$ unknown	(Must equal Total of expected costs)	



Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by The Dalles Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

I have read and understand the guidelines of The Dalles Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

Signature Kymoth President (and Title if appropriate) Date 1/30/09

Signature Annella Project Manager (and Title if appropriate) Date 1/31/08

Signature \_\_\_\_\_ (and Title if appropriate) Date \_\_\_\_\_

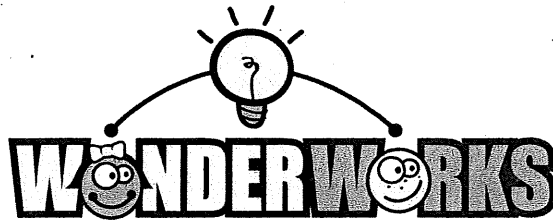
Signature \_\_\_\_\_ (and Title if appropriate) Date \_\_\_\_\_

The following additional items will be required before the loan is approved:

1. Certificate of approval form agency (if required).
2. Letter of approval from Historic Landmark Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Cost estimates or bids from contractor.
6. Evidence that building permits or any other required permits are in place.
7. Preliminary commitment of any other funds to be used in the project.
8. Amount of loan requested and proposed terms being requested.
9. Bank's loan application and any other information the bank requires, such as current financial statements, including Balance Sheets and Income Statements.

#### For Applicant under the Civic Improvements Grant Program:

The Grants will be awarded semi-annually on a competitive basis and based on the selection criteria as outlined in the accompanying Application Instructions. Be sure to address all of the selection criteria in your narrative and attach it to this application form. The deadlines for applications are July 31 and January 31 of each year.



children's museum  
P.O. Box 355  
The Dalles, OR 97058  
541-993-3573

Kristin Swanson  
*President*

*February 28, 2008*

Laura Faherty  
*Vice President*

Dan Durow

Elisabeth Swartz  
*Treasurer*

While seeking quotes for roof replacement at 206 Madison we have found that only one local company has the ability to complete the job as needed. We have already submitted the quote from Brown Roofing with our Urban Renewal Grant application.

Varina Schechter  
*Secretary*

Caroline Elliot  
*Membership/  
Volunteer Coordinator*

Along with this letter I have submitted an additional quote for the HVAC system. Please let me know if you require any more information or bids.

Anne Kelly  
*Building Project  
Manager*

Yours sincerely,

Mandy Morgan

Anne Kelly  
Wonderworks Board Member

Michelle Adams



November 19, 2007

Ann Kelly  
6536 Freebridge Rd.  
The Dalles, OR 97058

Mrs. Kelly,

Thank you for calling our company to consult on the roof at 206 Madison. We hope to have an opportunity to work with you on this project in the future.

The existing roofing is a 3-layer built-up roof that has reached the end of its useful life. Building codes prohibit us from adding another layer due to the weight of the existing roofing per square foot. Under these circumstances the old roofing must be removed. We would suggest a TPO roofing system be installed to fit this need. The amount that should be budgeted for this re-roof project should be approximately \$33,000.00. This amount excludes re-roofing the awning over the front entry.

When you are ready for more specific pricing, we will put together a proposal for you accordingly.

Again, thank you for consulting Brown Roofing Company. You can reach Willard Felt at 296-6593 with any further questions or comments.

Sincerely,

A handwritten signature in cursive script that reads "Willard Felt". The signature is written in dark ink and is positioned below the word "Sincerely,".

Willard Felt



# Proposal

Page No. of Pages

*Heating and Cooling*

(541) 296-2915 • Fax (541) 296-8073

110 East Second Street - The Dalles, OR 97058



Residential ~ Commercial

Custom Built, High Efficient, Energy  
Saving Heating and Cooling Systems

www.oregonequipment.com

BB OR #13251

WA #OREGOEC136K1

PROPOSAL SUBMITTED TO Wonderworks Ann Kelly		PHONE 980-3003, 296-1057	DATE 2-28-08
STREET 206 Madison		JOB NAME New Building	
CITY, STATE, ZIP CODE The Dalles, OR 97058		JOB LOCATION Ann Kelly: 6536 Free Bridge, The Dalles OR	
ARCHITECT	DATE OF PLANS		JOB PHONE

*We hereby submit specifications and estimates for:*

## New Building HVAC

Install 3 roof mounted gas heat electric cooling package units. Each of these unit will be placed on a factory roof curb to be roofed in by a roofer. Each unit will have a manual damper for fresh air ventilation, and an electronic thermostat installed for system control. Each unit will have its own duct system consisting of exposed round spiral duct with side mounted registers. The tenant space at the rear of the building will be on its own system.

## Not Included

**High Voltage Electrical Wiring,  
Gas Piping, Roof Load Engineering**

**We propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Twenty three thousand nine hundred fifty and no/100\*\*\*\*\* dollars (\$ 23,950.00 )

Payment to be made as follows:

1/3 down / balance upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature Ron NelsonNote: This proposal may be  
withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Link's Custom Sheet Metal Inc.

3212 W Second St.  
The Dalles OR 97058

## Proposal

DATE

1/15/2008

NAME / ADDRESS

Ann Kelly

Phone # 541-298-8616

Fax # 541-298-2998

Oregon CCB 146056  
Washington LINKSCS009PK

We hereby submit specs & estimates for:

Total

**note: Trane has a 10/5 year limited parts warranty on the XR series and a 10/10 on the XLi series. In addition to the manufacturer's warranty, Link's warranties all labor performed by them to be free from defects in workmanship for a period of one year from the date of the original unit installation. Maintenance Contracts and Extended Warranties are available. Preventative maintenance is the responsibility of the owner.**

Half down before work begins, balance due as work is completed

**Total \$24,500.00**

**ALL JOBS PERFORMED BY US IN WASHINGTON WILL HAVE APPLICABLE SALES TAX ADDED.**

**If there is any dispute regarding work done or materials covered by this agreement the prevailing party shall be entitled to reasonable attorney's fees and costs. All balances due for more than 30 days shall accrue interest at 18% per annum. This estimate good for 30 days from issue date.**

\_\_\_\_\_  
Customer's Signature of Acceptance

**Link's Custom Sheet Metal Inc.**

3212 W Second St.  
The Dalles OR 97058

**Proposal**

DATE

1/15/2008

**NAME / ADDRESS**

Ann Kelly

Phone # 541-298-8616

Fax # 541-298-2998

Oregon CCB 146056  
Washington LINKSCS009PK

We hereby submit specs & estimates for:

Total

**\*\*WONDERWORKS\*\***

**THIS IS AN ESTIMATE ONLY**

24,500.00

Furnish and install (2) Trane High Efficiency Gas Furnaces with Air Conditioning. Material and labor to install custom design duct work including supply and return air grilles. Price includes programmable thermostats, line sets, condensate removal, gas piping, venting, permit, and start up service.

**TENANT SPACE - ROUGH IN ONLY**

Furnish and install a Trane High Efficiency Gas Furnace with Air Conditioning.

Material and labor to install custom design duct work including supply and return air grilles. Price includes programmable thermostat, line set, condensate removal, gas piping, venting, permit, and start up service.

**TENANT IMPROVEMENTS WILL BE BASED ON FINAL  
DESIGN OF FLOOR PLAN**

**NO HIGH VOLTAGE WIRING**

**NO CARPENTER WORK**

Half down before work begins, balance due as work is completed

**Total**

ALL JOBS PERFORMED BY US IN WASHINGTON WILL HAVE APPLICABLE SALES TAX ADDED.

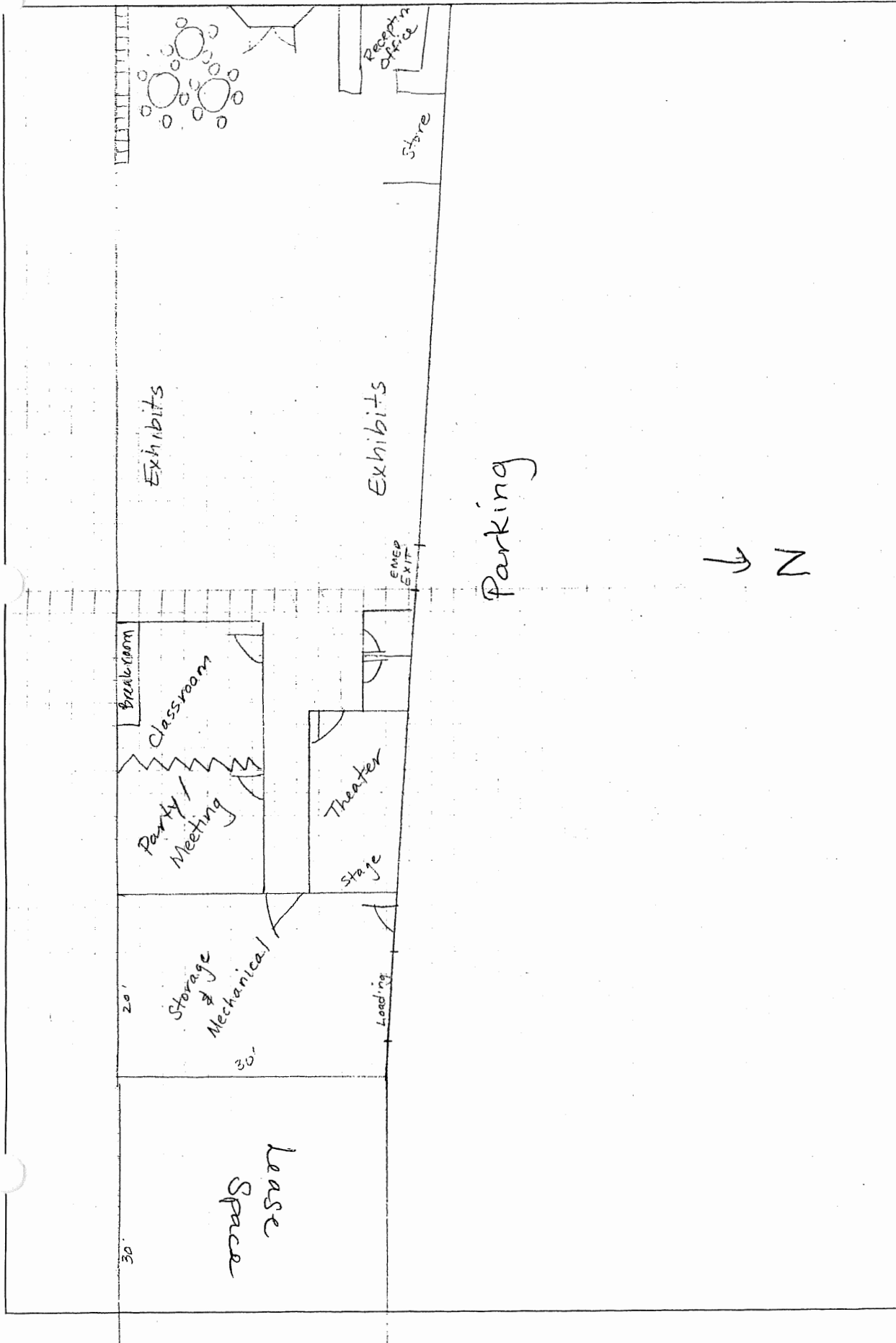
If there is any dispute regarding work done or materials covered by this agreement the prevailing party shall be entitled to reasonable attorney's fees and costs. All balances due for more than 30 days shall accrue interest at 18% per annum. This estimate good for 30 days from issue date.

\_\_\_\_\_  
Customer's Signature of Acceptance





Date \_\_\_\_\_ By \_\_\_\_\_ Phone/Fax \_\_\_\_\_  
Subject \_\_\_\_\_  
Job Name/No. \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_





Secretary of State  
Corporation Division  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327

Phone:(503)986-2200  
Fax:(503)378-4381  
www.filinginoregon.com

**Registry Number:** 121173-13  
**Type:** DOMESTIC NONPROFIT CORPORATION

WONDER WORKS - A CHILDREN'S MUSEUM  
BETSY HEGE  
111 E 5TH ST  
PO BOX 355  
THE DALLES OR 97058

### **Acknowledgment Letter**

The document you submitted was recorded as shown below. Please review and verify the information listed for accuracy.

If you have any questions regarding this acknowledgement, contact the Secretary of State, Corporation Division at (503)986-2200. Please refer to the registration number listed above. A copy of the filed documentation may be ordered for a fee of \$5.00. Submit your request to the address listed above or call (503)986-2317 with your Visa or MasterCard number.

#### **Document**

REINSTATEMENT AMENDED

#### **Filed On**

10/22/2004

#### **Jurisdiction**

OREGON

#### **Nonprofit Type**

PUBLIC BENEFIT WITH  
MEMBERS

#### **Name**

WONDER WORKS - A CHILDREN'S MUSEUM

#### **Principal Place of Business**

111 E 5TH ST  
THE DALLES OR 97058

#### **Registered Agent**

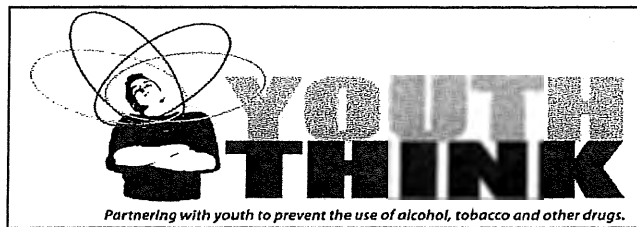
BETSY HEGE  
111 E 5TH ST  
PO BOX 355  
THE DALLES OR 97058

#### **President**

BETSY HEGE  
6580 MARTIN RD  
THE DALLES OR 97058

#### **Secretary**

SUSAN WHITMIRE  
2617 E 10TH  
THE DALLES OR 97058



January 31, 2008

City of The Dalles  
Urban Renewal

To Whom It May Concern:

On behalf of the Wonderworks Children's Museum, the YOUTHTHINK Coalition would like to express our support of this important community organization and their project to renovate and relocate to the Madison Street property located in The Dalles.

Wonderworks Children Museum has an outstanding history of providing quality programs and open playtime for the young families of the Mid-Columbia area. The organization connects first-time parents, experienced parents, those who have lived in The Dalles area their entire lives in addition to those who have just moved here, to others in the community. The efforts of the Wonderworks Children Museum strengthens our community and supports our youngest members with fun and educational opportunities.

The organization has played an important role in our local culture and once established in its new location, will contribute to the overall health of the downtown economy. Each event and playdate at the museum will draw people to our downtown businesses and contribute to economic growth and success.

The YOUTHTHINK Coalition urges The Dalles Urban Renewal Committee to grant Urban Renewal funds to the Wonderworks Children's Museum and its exciting move to the downtown corridor. The Museum has been in existence for 30 years in our community. They have met challenges head on and have more than proved their potential of sustainability through past and continued community support.

The Wonderworks Children's Museum deserves our support and the YOUTHTHINK Coalition enthusiastically endorses their continued efforts and their move to relocate and expand in the downtown area. Please join us in our support. Thank you for your consideration of this matter.

Sincerely,

  
Debby Jones, Coordinator  
YOUTHTHINK Coalition  
541-506-2673





P.O. Box 355 • The Dalles, OR • 97058 • 541-993-3573

Kristen Swanson  
President

Laura Faherty  
Vice President

Elizabeth Schwartz  
Treasurer

Varina Schechter  
Secretary

Caroline Elliott  
Membership/Volunteer  
Coordinator

Anne Kelly  
Project Manager

Mandelynn Morgan

Michelle Adams

Kerry Proctor, MD

Susan Whitmire

January 14, 2008

City of The Dalles  
Urban Renewal

To Whom It May Concern:

On behalf of the Wonderworks Children's Museum, we the undersigned, would like to express our support of this wonderful organization and their project to renovate and relocate to Madison Street, The Dalles. The Wonderworks Museum provides valuable programs and open play time to the young families of the Mid-Columbia region. It connects first-time parents, experienced parents, those who have lived here their whole lives, and those who have just moved here, to others in this community. It strengthens our community and supports our youngest members with fun and educational opportunities.

Wonderworks is an important part of the local culture and once established in its new location, will help contribute to the health of the downtown economy. Each event and playdate at the museum will draw people to local businesses and contribute to their success and the success of the museum.

In order to establish this important organization in the downtown business corridor, we urge you to grant Wonderworks Urban Renewal funds to get their project started. Wonderworks has been a part of The Dalles for 30 years, and we would like to see them in the downtown for another 30 years.

Wonderworks deserves our support and we fully endorse their organization's plan to relocate and expand in downtown The Dalles.

Sincerely,

Taco del Mar

Heidi Crane  
Columbia River Healthy Start

[www.wonderworkstd.org](http://www.wonderworkstd.org)

Lana Resheli-Stuart  
Center Coordinator  
Columbia River Healthy Start

Erin Glenn  
Erin Glenn Winery

Columbia River Women's Clinic

## **CONTENTS PAGE**

### **1.0 SUMMARY**

### **2.0 FINANCIAL PLAN**

- 1.1 projected distribution of costs – capital campaign - summary
- 1.2 projected profit and loss statement - summary
- 1.3 projected balance sheet - summary  
(Appendix A)

### **3.0 MARKET ANALYSIS**

- 3.1 general demographic statistics for The Dalles and region summary
- 3.2 demographic characteristics of Wonderworks
- 3.3 population growth
- 3.4 extended market demographic
- 3.5 projected market share
- 3.6 marketing strategy  
(Appendix B)

### **4.0 PRODUCTS AND SERVICES**

- 4.1 programs
- 4.2 classes
- 4.3 events
- 4.4 fundraising events  
(Appendix C)

### **5.0 SALES STRATEGY**

- 5.1 pricing policy
- 5.2 sales forecast

### **6.0 COMPETITION SUMMARY**

### **7.0 MANAGEMENT SUMMARY**

- 7.1 organizational chart  
(Appendix D)

### **8.0 CLIENT SERVICE**

- 8.1 client service – summary
- 8.2 visitor questionnaire  
(Appendix E)
- 8.3 newsletter  
(Appendix F)

## 1.0 SUMMARY

Wonderworks Children's Museum is a non-profit organization based in The Dalles, Oregon and is a member of the Northwest Association of youth museums

We are a volunteer organization, run by a volunteer board. We currently operate the wonderworks Play station, an indoor community playroom designed for our youngest target audience, children 0-4, and provide a variety of affordable programs for the 0-12 age range, including classes in music, art, cooking, parenting and gardening.

The Wonderworks mission is to give children and their families experiences in an original interactive environment that will cultivate, challenge and uphold their creative and intellectual potential.

Our goals are to grow and serve children of the region ages 0-8 and their families through strong citizen base and permanent, stable space and to sustain and build enriching activities and classes for children and their families while continuing to live within our means.

Wonderworks is a unique organization in The Dalles. It provides a non-commercial, non-threatening environment where parents and carers are part of their child's experiences, staying with them as they explore their own museum. There is no other organization in the area providing this opportunity.

The major challenge Wonderworks is facing at this point is finding a permanent space. We realize that a permanent home for the museum is necessary to increase the organization's capacity as an educational and developmental resource for the Mid-Columbia region.

The property purchase will be the main cost of relocation. We are going to support the cost with a capital campaign generating funds through grant seeking and fundraising. The new space will generate operating costs and wonderworks will support these by increasing visitor admission and memberships, developing the program schedule, holding fundraising events and inviting business affiliations and sponsorships.

Wonderworks' vision is that of a stable organization providing a quality experience for all visitors. Wonderworks anticipates closer links with the local business community and an increased awareness among tourists as a destination point. Educational and cultural resources are rare in rural Columbia River Gorge and Wonderworks will be an enjoyable resource for early childhood development providing a unique forum for informal exploratory and interactive learning for children and a non-commercial, non-threatening leisure activity for parents. Wonderworks will be an alternative, complement and supplement to formal education in its active and unstructured learning experience.

## **2.0 FINANCE**

Wonderworks has developed a formal program for generating funds from our constituency and the greater community. We have a fundraising strategy in place, a calendar of fundraising events and a grant seeking program for the specific intent of raising revenue for the capital project with a projected income of \$160,000 (See appendix C for fundraising strategy/calendar of events/grant programs)

### **2.1 Projected Distribution of Costs**

These costs are established in order to compute our fundraising and grant writing specific to the Capital Campaign

	\$		\$
Purchase	120,000	Grant funds in hand	35,000
Equipment/fixtures	10,000	Grant requests	105,000
Operations (2yr start up)	25,000	Fundraising	25,000
Professional services	5,000		
<b>TOTAL</b>	<b>160,000</b>	<b>TOTAL</b>	<b>160,000</b>

We anticipate donations in kind for professional services and have a stage II cost factor in place, once established in our new space. This cost will include new exhibits and payroll.

### **2.2 Projected Operation Costs**

Wonderworks plans to generate sufficient ongoing revenue to meet expenses. These expenses will include utilities and other services to the property as well as increased insurance liability. In order to meet the rising costs Wonderworks will raise membership subscriptions and offer graded membership options. Wonderworks also anticipates greater visitor numbers due to the larger capacity of the new space in terms of people and exhibits, as well as the higher visibility on the street drawing in newcomers. We will also have in place annual fundraisers with a plan of generating \$15,000 pa.

(See Appendix A)

### **2.3 Projected Balance Sheet**

The balance sheet shows our assets being put to full use with quality exhibit additions to those currently in storage. Wonderworks will maintain low cost liabilities and plans to produce a healthy balance sheet.

(See Appendix A)

### **3.0 MARKET ANALYSIS**

#### **3.1 General Demographic Statistics for The Dalles and region - summary**

The statistics show that at 2001 the City of The Dalles had a total population of 12,156 a % of Wasco County. The median age for the county was 39.3.

Children under 5 - 813

5 - 9 - 811

10-14 - 850

A population of 3 years and over who were enrolled in school was 2669.

The general trend is an increase in population as shown by 2000 census data. Since that time The Dalles has experienced tremendous growth and investment and the 2010 census data is bound to show a marked population increase for this period. Portland State University 'projects the town will grow at a rate of about 1.9 percent over the next 10 years' (The Dalles Chronicle - September 24, 2006)

(See Appendix B)

#### **3.2 Demographic Characteristics of Current Visitors.**

Our visitors tend to be white female aged 20-40, with children, however we do serve Pacific Islanders, Asian, Hispanic and Native American families. Trends show a large % are high school/college educated, working part time or homemakers, with typical occupations including teaching, administration and small business. However, the median household income in Wasco County is \$42,983 and approximately 11% of our visitors use our scholarship program. The unifying characteristic is all visitors are busy parents/grandparents.

#### **3.3 Population Growth**

There has been recent and tremendous growth and investment in this Gorge community, including the arrival of a major computer giant, Google, a large home improvement store, Home Depot, as well as plans for a new housing and shopping complex, two new residential subdivisions and other commercial and recreational development. The City of The Dalles is currently investigating population growth rate and redefining the urban boundary in anticipation of and to accommodate the increasing demand on City infrastructure and services.

#### **3.4 Extended Market Demographic.**

Wonderworks projected new visitors include families of working parents, lower income families, minorities and migrant families all of whom compose a highly identifiable group with specific needs.



### **3.5 Projected Market Share**

In 2005 Wonderworks served 1332 visitors, 10% of whom were non-local. Wonderworks projects serving 75% of our market share and encouraging non-local visitors. Wonderworks anticipates 2570 visitors annually.

### **3.6 Market Strategy**

**Permanent Space:** Our permanent home will provide stability, with a higher likelihood of repeat business and enable improved exhibit quality.

**Expanded programming:** We anticipate a January through December activity schedule to include outreach projects based around The Dalles and in partnership with The Columbia Gorge Discovery Center, ACTS and other businesses and organizations.

**Promotion and Advertising:** Wonderworks proposes higher visibility at community events, I84 billboard, clear traffic directions and easy access to the site. We have recently launched our website and issue a quarterly newsletter.

**New target group:** In order to encourage new groups, Wonderworks offers a scholarship program supported by the Columbia River Women's Clinic (10% of program participants currently benefit from this scholarship) and has a \$day promotion during the summer to encourage new visitors as well as bilingual advertising literature. We plan to open longer hours in our new facility, to include early evening and weekends, and plan to include special programs with new visitors in mind. Wonderworks has recently hosted its first "Spanish Day" to encourage families with Spanish as their primary language to enjoy the play station.

## **4.0 PRODUCTS AND SERVICES**

Wonderworks offers a spring and fall program of activities for children 0-8, with special events and classes run by paid professionals and volunteer enthusiasts.

### **4.1 Programs**

**Gardening:** A fun morning workshop learning about critters in your own backyard and how to make a critter house for them. Children ages 4 – 6 do hands on activities and crafts and make their own critter houses to attract frogs, birds and butterflies to their very own backyards.

**Mosaic mural:** Children ages 8 – 12 years joined renowned gorge mural artist Shelly Toon hight and designed and created a colorful tile mosaic mural to beautify a local community building. A week long project to learn how to break tile and put the pieces together in ways to create a wonderful piece of art to represent our local region

**Music and Me/Rhythm and Jive:** A 6 week, 1 hour a week music experience focusing on spontaneity with music. This is an opportunity to play with sounds and rhythm and a chance for hands on fun with percussion instruments and song. Small groups dedicated to 0-3 and 3-5 year olds.

**Music with Rebecca:** A structured music program for 2 – 6year olds providing each participant with the chance to experiment with rhythm and movement as well as song and play.

**Art series:** Each Saturday through the month a different artist is on hand to tailor an activity to each participant. Opportunities can include dance, music, graphic design, and multimedia and is in partnership with Arts in Education.

**Art days:** For children 2 – 6 with lots of hands on arts and crafts fun. This is a chance to try out seasonally themed arts and crafts. Something for everyone

**Cooking with Kids:** This 2 day event is lots of tasty fun! Kids and caregivers learn how to make pizzas, cinnamon rolls and pretzels from the same simple dough.

**Gymnastics:** In partnership with the Mid Columbia Medical Center this is a chance to explore tumbling, body movement and co-ordination with 2 instructors from the field of physical therapy and dance.

### **4.2 Classes**

**Parent education:** In conjunction with Wasco County Commission on Children and Families and Oregon State University, Wonderworks presents ‘Terrific Twos! Parenting: The First Three Years. This 10 week course is for parents who have a child who is or will soon be two, designed to help them gain knowledge of their child’s development with an emphasis on communication, problem-solving, temperament and discipline.

#### **4.3 Events**

Free concert : A free children's music concert for families, with award winning local children's music artist Victor Johnson, is performed in conjunction with the Friends of the Columbia Gorge Community College. Musical crafts for children up to age 5 are offered as a half hour prelude to the concert.

Santa pictures and sleigh rides: After the Starlight Parade and every December Saturday through December, Wonderworks presents an opportunity for children to meet Santa and have their picture taken with him, followed by a ride in Santa's Sleigh through downtown The Dalles.

Birthday Parties: Wonderworks plans to host parties for a child's birthday providing activities for children and an easy experience for parents. An enthusiastic member of Wonderworks leads the activities to create a memorable occasion

#### **4.4 Fundraising Events**

Wonderworks has in place a calendar of fundraising to generate approximately 25 % of funding for the capital campaign in the next year. We anticipate continuing with key fundraisers in following years to generate revenue and promote community presence such as Quiz night, Rodeo and Pledge Drive.

(See Appendix C)

## 5.0 Sales Strategy

Wonderworks will start with direct mailings to current members announcing the raise in membership and visitor fees and offer a membership package for their loyalty to include a one year freeze on their membership rate and a 20% discount on program activities for that year. We will build on this base of members offering further incentives for each successful referral to Wonderworks. To encourage new members Wonderworks will host an open house every Saturday in the first month of opening and \$days at key points throughout the first year.

### 5.1 Pricing policy

Admissions

\$5 per adult 50c per child

Memberships

Big Fat Hen:

5 year membership: \$250 (includes unlimited admission to museum, 10% discount on selected program activities, 5 guest passes (at \$5 ea.) and discounts to other NW

Children's Museums

Pick Up Sticks:

1 year membership: \$50 (includes unlimited admission to museum, 10% discount on selected program activities, 2 guest passes (at \$5 ea.) and discounts to other NW

Children's Museums)

Buckle My Shoe

1 year loyalty membership: \$25 (available only to current members of 2007 – included unlimited admission to museum)

Scholarships

Available on request

### 5.2 Sales Forecast

	2005	2006	2007	2008	2009
Admissions (\$)	2000	2000	2500	3500	4500

## **6.0 COMPETITION SUMMARY**

Wonderworks is unique in The Dalles. There is no other opportunity in the City for children to explore interactively in a museum dedicated to their development. It is a requirement that an adult supervises their child at all times. This non-commercial, non-denominational environment provides a chance for families to be together. The focus is on child's play and socialization while learning in an enjoyable, non-threatening space.

Opportunities in The Dalles which are close to the Wonderworks Museum experience are municipal pools and parks, libraries with child oriented programs, private dance studios and clubs. This being so, the Wonderworks uniqueness is apparent.



## **7.0 MANAGEMENT SUMMARY**

Wonderworks has a Board of voluntary members, a paid member of staff and a core group of dedicated volunteers who run the museum. Wonderworks draws upon the recently established Advisory Board for a wider community perspective.

### **7.1 Organizational chart**

#### **Advisory Community Board**

This provides a permanent structure for Wonderworks. The Working Board can draw on the wealth of experience and enthusiasm for Wonderworks that the Advisory Board provides. Community and business affiliations associated with this board include The Dalles Chamber of Commerce Better Business Bureau, Urban Renewal Board, Home At Last Board, ACTS Board, City Code Enforcement, Wasco Sherman Public Health Department, Mid Columbia Medical Center Board, and Pre-school Teacher Assistant

#### **Working Board**

The Working Board members serve a minimum 2 year term and meet monthly for regular business as well as quarterly for a planning session. The current working board consists of 9 community members with a special commitment to the operations and development of Wonderworks (see appendix D)

#### **Staff**

Wonderworks contracts out work to one member of staff who is on call for task oriented missions, providing accountability and continuity to the organization

#### **Volunteers**

Wonderworks has a volunteer base of 25 who commit once a month in advance to oversee the smooth running of the Play station. A total of 23 volunteers are prepared to be a part of the planned fundraisers throughout the year.

#### **Members**

Wonderworks has a current member list of 45 and a 500 member data base from the past 30 years

#### **Visitors**

The average visitor total is 250 per month. Visitors include all children and Wonderworks board members, members, volunteers and staff as well as walk-in visitors.

### **7.2 Personnel profiles (see appendix E)**

## **8.0 CLIENT SERVICE**

The requests and desires of individual visitors are responded to very quickly by the Wonderworks Board, who remain flexible and adaptive to visitor needs and create a strong amount of loyalty with visitors.

Wonderworks publishes an annual questionnaire (Appendix E) and a quarterly newsletter (Appendix F) both of which provide feedback opportunities for all visitors and members. Our website: [www.wonderworkstd.org](http://www.wonderworkstd.org), has contact information for the President of the board.

Wonderworks hosts an annual luncheon in appreciation of the hard work, commitment and enthusiasm of all Wonderworks volunteers.

### **8.1 Visitor Questionnaire**

The 2006 visitor questionnaire was placed at Wonderworks Children's Museum during April and there were 29 returns with 49 children represented in those returns. 23 respondents showed interest in volunteering time for Wonderworks.

## **APPENDICES**

- A – Projected operations cost and balance sheet – spread sheet
- B – General demographic statistics for The Dalles and Region
- C – Fundraising calendar/Activity calendar/Grants calendar
- D – Working Board hierarchy and personnel profiles
- E – Visitor questionnaire and results
- F - Newsletter

Established in 1977, Wonderworks Children's Museum, has been entertaining, educating and connecting families in the Mid-Columbia River Gorge for 30 years. Adopting the Association for Children's Museum's idea, Wonderworks would like to serve as the town square for children and families, where play inspires creativity and lifelong learning. Many families see Wonderworks as their "life saver" – a hub of stimulating, engaging activities where they can meet and connect with other families. Led and operated by a 10-person Board of Directors, Wonderworks is a true grassroots organization that has been founded, operated, and sustained by families in the community. It is the place where "Wisdom begins with wonder."

### **Project Description**

Wonderworks has moved five times in its 30 year history. It is now time to establish a permanent home for this valuable resource where it can put down roots, grow, and nourish those who come to visit. In December 2007, a local benefactor purchased an existing building on Madison Street in downtown The Dalles and he is holding it until the Wonderworks Board can raise enough funds to purchase and renovate the building. The ultimate goal is to provide Wonderworks Museum with a new, permanent home.

The building is almost ideal for Wonderworks' needs, but as with any building, it is the location, location, location makes this the right time and place to create a permanent home for Wonderworks. The new space will quadruple the existing and temporary "Play Station" exhibit's home which is located in a small room in the UUC Congregational Church. The "Play Station" is limited to and appropriate only for children 0-4 years old because of space limitations. The exhibits for the older children have been put into storage. The new space will allow those other exhibits to be brought out of storage, installed, and offered once again to children up to 12 years old.

Originally built in 1940, the building on Madison will be stripped to the studs and updated with the latest electrical, plumbing, and HVAC systems. The Board is committed to utilizing green building practices and materials. Our overall goal is to make the existing structure as energy efficient as possible, not only because it will help reduce ongoing expenses, but because it is the right thing to do. The initial layout, created by Design Structures, will offer more open space for exhibits and creative movement, two classrooms, a break room, and restrooms. The building has space that will be rented out for storage or studio space to help defray initial operating costs.

Wonderworks is currently developing a fundraising plan to raise the funds needed to purchase and renovate the building from local residents, businesses, and grants. Wonderworks already has \$80,000 in cash to commit to this project. Wonderworks has an excellent base upon which to launch this capital fundraising campaign. In addition to securing \$50,000 through a grant several years ago, which has been approved for this project, Wonderworks has also been steadily increasing the funds they raise each year. In fact, in 2005 Wonderworks raised \$7,000, in 2006 we raised \$17,000, and in 2007, we raised \$28,000.

In addition to increasing our fundraising success, Wonderworks has also been increasing the number of volunteers who are involved in the organization. Currently, more than 30 volunteers are actively involved in some aspect of the project, from planning to fundraising to manual labor. Wonderworks anticipates a great many more hours of volunteer work before this project is

complete. The groundswell of support for this organization is impressive and increasing every year. 2008 is the year to renovate the building downtown and establish a permanent home for this organization that has served so many families in this community so well, for so long.

**Who will benefit?**

The families of the Mid-Columbia region will clearly benefit from the programs, activities and learning options offered at Wonderworks, but downtown businesses will also benefit. The new location is ideal for parents to link running errands with a trip to the museum. Now, stopping to pick up new pajamas at Penney's, a piano book at the music store, and a new leash for Rex can be linked with an energy-burning trip for the kids to Wonderworks and a snack afterwards at NY City Subs. Obviously, there are endless possibilities, all made more enticing for young children by the promise of a playdate at Wonderworks.

Whether the trip downtown is driven by errands or a playdate, everyone in the community can benefit from the new outlet for creativity at Wonderworks. An Urban Renewal grant for the renovation of the existing structure will improve the downtown environment and help the Wonderworks community get this project off the ground.



**WONDERWORKS MUSEUM TIME LINE**  
**JANUARY 2008**

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<b>Phase I</b>	Interior demolition	February 2008
	Replace roof	
	Out for bid	April 2008 (first week)
	Approve bid	April 2008 (last week)
	Work complete	July 2008
	Replace skylights	
	Work complete	July 2008
	External masonry repair	
	Out for bid	April 2008 (first week)
	Approve bid	April 2008 (last week)
	Work complete	July 2008
<b>Phase II</b>	HVAC	
	Out for bid	August 2008 (first week)
	Approve bid	August 2008 (last week)
	Work complete	November 2008
	Plumbing	Unknown
	Electrical	Unknown
	Awning	Unknown
	Paving	Unknown
	Striping	Unknown
	Exterior Paint	
	Volunteer work	September 2008
<b>Phase III</b>	Sprinkler System	Unknown
	Framing	Unknown
	Drywall	Unknown
	Flooring	Unknown
	Interior painting	Unknown
<b>Phase IV</b>	Exhibits	Unknown
<b>Opening</b>		

## FUNDRAISING PROGRAM

The following fundraisers are planned to celebrate the 30years of Wonderworks in The Dalles in conjunction with the capital campaign. The total revenue is based on conservative estimates of revenue for each fundraiser.

January	Quiz night	300
February	Valentines	750
April	Family Portraits	200
	Bird Houses	2000
July	Rodeo	4000
October	Family Portraits	200
	Pledge Drive	10000
December	Santa Pictures/Sleigh Ride	550
Jan thru Dec	Donation Boxes	7000
	Note cards	

TOTAL REVENUE

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\$25,000

**EXISTING & POTENTIAL WONDERWORKS MUSEUM PROGRAMS  
JANUARY 2008**

<b>Musical</b>	Kindermusic Music and Me with Victor Johnson and Steve McLennon Free concerts in City Park
<b>Bodily-Kinesthetic</b>	Wondergym Tumbling for Toddlers Rock climbing* Creative movement Yoga*
<b>Art</b>	Messy Art Day Mosaic Mural Silk Painting
<b>Interpersonal</b>	Kid's gardening Cooking with Kids
<b>Health</b>	Infant massage Parenting classes in partnership with Wasco County CCF

\*Potential programs

**POTENTIAL WONDERWORKS MUSEUM EXHIBITS**  
**JANUARY 2008**

<b>Linguistic</b>	Pretend News Broadcast station Stage area with curtain Puppet theatre Foreign language phrases on wall
<b>Logical-Math</b>	Puzzle station Pattern blocks Mind bender games Magic tricks Optical illusions Bernoulli blower
<b>Musical</b>	Musical instruments Rhythmic gymnastic equipment
<b>Bodily-Kinesthetic</b>	Rock wall Kayak simulation Wind surf simulation Ski /snowboard simulation Problem solving games; example - <i>Cross the blue painted river using only 4 rocks that are moveable</i> Balance boards Padded mats, balls, hoops
<b>Spatial</b>	Art center – various mediums and tools Tunnels, Tubes, foam houses
<b>Interpersonal</b>	Pretend store, vet office, doctor office, restaurants, school Dress-up area Building and Construction Farming wheat and cherries
<b>Environmental</b>	Wind and water energy Animals Biomes /ecosystems
<b>Health</b>	Nutrition Dental Personal Hygiene
<b>Special</b>	Rent traveling exhibits for limited periods of time

## GRANT PROGRAM

Wonderworks plans to approach the following organizations for grants during the calendar year of its capital campaign. The total revenue is based on conservative requests and averages of grants published in 2001.

Meyer Memorial	20,000
Fred Meyer	10,000
Ford Family	20,000
Johnson	2,000
Collins	15,000
Barker	2,500
Helping Hand	4,500
Lamb	2,000
Oregon Community	15,000
Thomas Taylor	1,000
Templeton	3,000
Wessinger	7,500
Wheeler	2,500
 TOTAL REVENUE	 \$105,000

## **WORKING BOARD**

President: Anne Kelly  
Vice President: Laura Faherty  
Secretary: Teri Thalhofer  
Treasurer: (Interim) Anne Kelly  
Development Director: Kristen Booth  
Public Relations: Varina Schechter

Susan Whitmire  
Caroline Elliott  
Michelle Adams  
Liz Schwartz