



Esteemed Members of the Washington County Board of Commissioners,

Five Oaks Museum is a nationally recognized institution that has secured prestigious awards and external grants, bringing national attention to Washington County's rich cultural heritage. The museum, like an oak tree that has grown strong through many seasons, has been nurtured by our passion, creativity, and commitment to local history. We know that the roots of Five Oaks Museum run deep within the community and the hearts of those who have worked here, and alongside this strength, it is with heartfelt sadness that we are faced with real uncertainty about the museum's future.

In 2024 alone Five Oaks Museum hosted 1400+ visitors, presented content to 1500+ students, and had educational content downloaded over 6500 times. To sustain this community resource, the Five Oaks Board of Director has outlined options to ensure the county can continue benefiting from a high-impact, cost-effective partnership and community programming, rather than assuming the significant financial and operational burdens of managing the cultural resources itself.

Full museum operations cost \$35,000 per month. Within this document, you are going to find the four proposals which outline pathways forward, and one proposal for Washington County funding heading into next fiscal year. The first three propose funding to keep the museum open on a limited basis through the end of the 2024-25 fiscal year. This includes a staff configuration that provides the needed skill sets and minimum amount of hours to address services outlined in current 24-25 FY Scope of Work with Washington County & Grant rules. The fourth would allow for Washington County to empower experts from the Five Oaks Museum staff to support the deaccessioning of the County's Cultural Resources currently curated, maintained, and housed within the physical building on the PCC Rock Creek Campus. Lastly you will find our proposed funding plan for FY 2025-26.

We look forward to working with you on the plan the commissioners desire moving forward with.

Sincerely,

Vanessa Benedetti and Ameena Djanga
Co-Chairs
Five Oaks Museum Board of Directors

Five Oaks Funding Proposal 1 ~ \$22,648/month through end of the 24-25 fiscal year

1 Codirector full time (40 hours/week) = **\$8174**

This role will ensure pursuit of grants & compliance with grant requirements, maintain current funder, artist, and partner relationships, approve and support research requests, ensure all staff and bills are paid, liaise with the board of directors for continued on future museum and budget planning, and oversee strategic development.

1 Cultural resources manager part time (25 hours/week) = **\$3185**

This role will ensure continued maintenance and compliance with agreements related to Washington County's collection and facilitate preservation efforts, and care of historical materials. It will also produce a digital exhibition and materials preservation associated with the Patricia Whiting Grant which must be fulfilled by April 2025. It also includes 5 additional hours dedicated to visitor services, ensuring the museum remains publicly accessible one day per week.

1 Learning coordinator part time (25 hours/week) = **\$2909**

This role will help us fulfill grant requirements tied to our \$50,000 Collins Foundation, \$20,000 Tualatin Soil and Water Conservation District, and \$20,000 Miller Foundation grants which stipulate art integration and educational programs for public students, artists, and the public at large. It also includes 5 additional hours dedicated to visitor services, ensuring required public access.

Monthly funding would cover: Total Staff Pay: \$14,268 Payroll Taxes: \$4,500 Utilities: \$1,000 Phones & Internet: \$625 Sonitrol (Security): \$230 Insurance: \$840 Legacy Debt Interest Payment: \$1,035 Communications/Outreach: \$150 TOTAL: \$22,648	<u>Cuts made</u> • lays off one Codirector that will be owed a payout per contract • lays off visitor services / communications • reduces all remaining staff 25hr/wk w/ <u>no health insurance</u> • eliminates all public programming • reduces the number of learning opportunities for educators • opens the museum 1 day a week instead of 3 • does not support hosting the annual Showcase fundraiser event
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*This funding allows Five Oaks Museum to continue stewarding Washington County's collection and fulfilling grant obligations while securing long-term funding solutions. Without this investment, the county would assume full responsibility for the collection, incurring significant costs in staffing, facilities, and preservation.

Five Oaks Funding Proposal 2 ~ \$17,882/month through the end of 24-25 fiscal year

1 Codirector part time (20 hours/week) = **\$4087**

This role will ensure pursuit of grants & compliance with grant requirements, maintain current funder, artist, and partner relationships, approve and support research requests, ensure all staff and bills are paid, liaise with the board of directors for continued on future museum and budget planning, and oversee strategic development.

1 Cultural resources manager part time (20 hours/week) = **\$2548**

This role will ensure continued maintenance and compliance with agreements related to Washington County's collection and facilitate preservation efforts, and care of historical materials. It will also produce a digital exhibition and materials preservation associated with the Patricia Whiting Grant which must be fulfilled by April 2025.

1 Learning coordinator part time (20 hours/week) = **\$2327**

This role will help us fulfill grant requirements tied to our \$50,000 Collins Foundation, \$20,000 Tualatin Soil and Water Conservation District, and \$20,000 Miller Foundation grants which stipulate art integration and educational programs for public students, artists, and the public at large.

1 Visitor Services/Communications (10 hours/week) = **\$1040**

This role will fulfill public access and community engagement requirements by supporting open hours for the public to access exhibitions. This role will also support communications to promote museum activities, open hours, social media engagement.

Monthly funding would cover: Total staff pay: \$10,002 Payroll Taxes: \$4000 Utilities: \$1000 Phones & Internet: \$625 Sonitrol (security): \$230 Insurance: \$840 Legacy debt interest pymt: \$1,035 Communications/outreach: \$150.00 TOTAL: \$17,882	<u>Cuts made</u> • lays off one Codirector that will be owed a payout per contract • reduces all remaining staff to ½ their current position and includes <u>no health insurance</u> • eliminates all public programming • reduces the number of learning opportunities for educators • opens the museum for visitors 1 day a week instead of 3 • does not support hosting the annual Showcase fundraiser event and minimizes development work
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*This funding allows Five Oaks Museum to continue stewarding Washington County's collection and fulfilling grant obligations while securing long-term funding solutions. Without this investment, the county would assume full responsibility for the collection, incurring significant costs in staffing, facilities, and preservation.

Five Oaks Funding Proposal 3 ~ \$17,065/month through end of the 24-25 fiscal year

1 Codirector 1 week per/month (operations, cultural resources, development) = **\$1635**

1 Codirector 1 week per/month (learning, exhibitions, development) = **\$1635**

These roles will ensure pursuit of grants & compliance with grant requirements, maintain current funder, artist, and partner relationships, approve and support research requests, ensure all staff and bills are paid, liaise with the board of directors for continued on future museum and budget planning, and oversee strategic development.

1 Cultural resources manager part time (20 hours/week) = **\$2548**

This role will ensure continued maintenance and compliance with agreements related to Washington County's collection and facilitate preservation efforts, and care of historical materials. It will also produce a digital exhibition and materials preservation associated with the Patricia Whiting Grant which must be fulfilled by April 2025.

1 Learning coordinator part time (20 hours/week) = **\$2327**

This role will help us fulfill grant requirements tied to our \$50,000 Collins Foundation, \$20,000 Tualatin Soil and Water Conservation District, and \$20,000 Miller Foundation grants which stipulate art integration and educational programs for public students, artists, and the public at large.

1 Visitor Services/Communications (10 hours/week) = **\$1040**

This role will fulfill public access and community engagement requirements by supporting open hours for the public to access exhibitions. This role will also support communications to promote museum activities, open hours, social media engagement.

Monthly funding would cover: Total staff pay: \$9185 Payroll Taxes: \$4000 Utilities: \$1000 Phones & Internet: \$625 Sonitrol (security): \$230 Insurance: \$840 Legacy debt interest pymt: \$1,035 Communications/outreach: \$150 TOTAL: \$17,065	<u>Cuts made</u> • Co-leadership spheres of work at reduced capacity • reduces all remaining staff to ½ their current position w/ <u>no health insurance</u> • eliminates all public programming • reduces the number of learning opportunities for educators • opens the museum 1 day a week instead of 3 • does not support hosting the annual Showcase fundraiser event and minimizes development work
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Five Oaks Museum Closure Funding Proposal

\$13,015/month through end of the 24-25 fiscal year

This proposal outlines a pathway to allow Washington County to pay for existing staff to properly deaccession all cultural resources to ensure proper handling and distribution of items.

1 Codirector part time (20 hours/week) = \$4087

This role will ensure all staff and bills are paid, grants are closed out, deaccessioning is following documented processing, and liaise with the board of directors on museum dissolving.

1 Cultural resources manager part time (20 hours/week) = \$2548

This role will ensure all cultural resources are deaccessioned per museum policy and in coordination with Washington County teams.

Monthly funding would cover: Total staff pay: \$6635 Payroll Taxes: \$2500 Utilities: \$1000 Phones & Internet: \$625 Sonitrol (security): \$230 Insurance: \$840 Legacy debt interest pymt: \$1,035 Communications/outreach: \$150 TOTAL: \$13,015	<u>Cuts made</u> • lays off one Codirector that will be owed pay per contract • lays off Learning Coordinator and Visitor Services/Communications • no health insurance • eliminates all public programming • eliminates learning opportunities for educators • museum closed
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*For the 2025-26 fiscal year, Washington County should assume the same monthly expense to continue for the duration of the deaccessioning process. Work will need to be done with Washington County teams to assess a timeline based on hours invested and space available. Costs could increase depending on expenses associated with the movement of resources.

Five Oaks Museum FY 2025-26 Funding Request

Five Oaks Museum houses and cares for approximately 75,000 objects owned by Washington County, representing over 150 years of history in our community. Beyond its stewardship of cultural resources, the museum serves as an economic and educational driver—attracting visitors, supporting local artists, and delivering learning opportunities for students. The relationships built with partners including but not limited to the City of Beaverton, City of Tigard, and Confederated Tribes of the Grande Ronde, provide us a pathway to share Washington County's incredible collection and rich history with our community in engaging and educational ways.

Continued investment in housing and care of the collection ensures that Washington County remains a leader in cultural preservation while empowering Five Oaks Museum staff to leverage external funding streams that allow for expanded programming and resources for members of our community. To ensure safe keeping, care, tracking, community access, and utilization, we are asking that the Commissioners Board please budget a minimum of \$20,000/month to cover all costs associated with the Washington County collection contract. Each time the museum receives anything below this amount, staff efforts must be shifted to grant writing and fundraising to subsidize care requirements for us to fulfill our contract with the county. This takes us away from focusing on ways to bring community stories and this robust collection to life for our community to enjoy.

When properly funded, in the 2025-26 fiscal year, Five Oaks Museum plans to focus our attention on de-installing and digitizing Replenish the Roots to further engagement and consumption, bring to life a new exhibition named Transgressors, which is already under contract to be on loan to Five Oaks Museum from Chachalu (the Confederated Tribes of Grand Ronde Cultural Center), continue building out content for engagement with educators and students, and put in major grant efforts to further expand community programming. All of this will be done while staff and board members alike strengthen strategic community relationships that can bring more donation dollars in the door.

Thank you for considering the prioritization of \$20,000/month to care for your collection and support this incredible Washington County community resource.

Sincerely,

Vanessa Benedetti and Ameena Djanga
Co-Chairs
Five Oaks Museum Board of Directors