

**400 S. M**ain Street • Pendleton OR, 97801 • 541-276-1066 • www.cmeo.org

**FACT SHEET**

The Children’s Museum of Eastern Oregon is a private non-profit educational organization dedicated to providing an on-going variety of theme-oriented, hands-on educational activities and exhibits for children of all ages. The Children's Museum is located on Main Street in downtown Pendleton.

As the only children's museum in all of Eastern Oregon, CMEO has a high impact on many children and families. With over 14,000 visitors a year and over 150 memberships, many families, childcare providers, and educators in our community and throughout the region enjoy and depend on our museum to provide them with a safe, fun and educational place to enjoy with their children.   
  
In rural Eastern Oregon, there is a lack of family oriented places for educational development and interactive play that are more commonly found in urban areas. In addition, due to school cuts, many enrichment activities have been eliminated from our region's school districts. As the only facility of its kind in our region, CMEO bridges this gap through our educational activities, events and exhibits.

**Mission Statement** (1996): The Children's Museum of Eastern Oregon will provide children of all ages with opportunities for educational exploration and development through interactive exhibit and play.

**Vision Statement** (2010): Children’s Museum of Eastern Oregon is a community cornerstone fostering lifelong learning that nurtures and celebrates families in a safe and inspiring environment.

**Tax Exempt Status:** The Children’s Museum of Eastern Oregon is a 501 (c) (3) none-profit organization.

All donations are tax deductible. The Museum is a publicly supported organization and can receive funding from foundations, businesses and individuals for the development and operation of its programs.

**History:** The idea of the Children’s Museum began with a group of 22 people brought together by Debbie McBee in June, 1995. This group became the Steering Committee. The Steering Committee included people involved in arts, sciences, teaching, children’s issues, neighborhood issues, civic affairs and business. They envisioned the development of a hands-on activity museum for children and families that would be open on weekdays and weekends. They believed that hands-on play is one of the most important tools for children to learn about themselves and their world.

After the formation of the Steering Committee, there were several public meetings held that involved nearly 300 people to obtain input and visions from the community on what the Museum should offer to visitors. This brainstorming and teamwork lead to groups of 6-30 people dedicated to the development of nearly 15 exhibits ready for the fun on opening day. The goal was to have exhibits that engaged preschoolers through age 12 as well as interested adults of all ages. The exhibit teams rolled up their sleeves to clean, paint, design, and build the exhibits.

In July of 1995, a Board of Directors was formed, then the basic organizational structure was planned and bylaws were drafted. On November 1, 1995, The Children’s Museum of Eastern Oregon was incorporated in the in the State of Oregon. In December of 1995, The Children’s Museum of Eastern Oregon initiated the process of becoming a501 (c) (3) non-profit organization with tax-exempt states by the Internal Revenue Service. The Museum officially opened in August, 1996.

In 2001, the Museum almost closed due to financial challenges, but an overwhelming outpouring of community support allowed the doors to reopen and ensured that the Museum could continue to serve

families of the community.

Since then, the Children's Museum of Eastern Oregon continues to provide unique exhibits, hands-on programming, and fun experiences for children and families to the Eastern Oregon community. Currently there are 14 exhibits, the birthday party room and the retail toy store. The Museum is governed by an all-volunteer board of directors and is ran by a small staff and volunteers. The main fundraiser of the year is the Wiener Dog Race which is held the last Friday in June. The Museum is currently in its 20th year of operation.

**Structure of the Organization:**

**Volunteers**

*Board of Directors***:** The Board is the governingauthority for the Museum and is accountable to the public for responsible stewardship of the museum operation and collections. The Board of Directors are responsible for developing policies and plans that are in accordance with mission statement, overseeing strategic growth, fundraising and financial well-being, maintaining a communication link to the community, and hiring and supervision of the Executive Director. Board members serve on rotating 3 year terms. Board composition should reflect the varied ethnic makeup of our community.

*Other Volunteers****:*** Volunteers are utilized in many aspects throughout the Museum including in the front desk and cashier, craft room, special events, fundraisers event, exhibit preparation, programming and maintenance.

**Employed Staff**

*The Executive Director:*The ED understands, supports, and promotes the mission of the Museum. The ED is a leader and manager responsible for the development, organization, supervision and evaluation of museum programs, exhibits, fundraising, grant applications, staffing, volunteer activities as well as the day-to-day operations of the museum. The ED reports directly to and communicates fully and frequently with the President of the Board. The ED has the operational authority to carry out the duties and responsibilities assigned by the Board of Directors within the frame work of policies, plans, and budget as specified in the Museum’s by-laws.

*Programming Coordinator*: The Programming Coordinator is responsible for museum’s educational programming and special events, coordination for outside community events, for the day-to-day operations of the museum, plus any other duties necessary for running the museum under the direction of the Executive Director.

**Services:**

*Exhibits:* The Children’s Museum provides many hands-on, interactive exhibits that are open year round. The current exhibits include: Jungle Reading Corner, Rotating Exhibit Space, Shadow Room, Art Room, Pizza Kitchen, Market and Deli, Construction Zone, Fire Station, Lewis and Clark Exploration, Toddler Exploration Zone, Tommy the Train, Puppet Theater, Wonderland Tea Room and the Birthday Room. 2-3 exhibits are upgraded or changed every year.

*Educational Programming:* In addition to our focus on play, CMEO provides an extensive regular Educational Activities Program that engages young children in our community with science lessons, creative art, physical education, cooking classes and literacy development. Through these classes, camps and special activities we provide the community with a vital resource for early educational development outside of the traditional classroom. With multiple classes offered weekly for free or at a low rate, CMEO is focusing on providing as many children in our community as possible with extracurricular educational opportunities.

*Open Doors Program:* In 2009, CMEO launched its *Open Doors* program, enabling all families to have access to the museum regardless of their financial situation. Through free family memberships, Terrifically Free Tuesday, and Library Passes CMEO is opening its doors to many families. Through these initiatives, families in the greatest need of a safe place for their children have been able to participate in the museum's programs and activities regardless of their financial abilities. By opening our doors to those in high risk, unsafe situations, we are expanding our positive impact of educational and interactive play to the greater community. The Open Doors program ensures that all members of the eastern Oregon community have the opportunity to enjoy the benefits of CMEO.

*Birthday Parties:* The Museum has a birthday party room that is available to the public to rent for birthday celebrations. There are several packages available to choose from, and a list of add-on’s as well.

*Toy Store/See’s Candy Sales:* CMEO carries a variety of toys that are educational and fun in our retail toy store. In addition, the Museum sells See’s Candy year round as a fundraiser.

**Membership:** Our members love CMEO as a place to create memories that last a lifetime. Members also enjoy the opportunity to build ongoing relationships with other families and connect to the community. Membership is an excellent way to show your support of CMEO while enjoying valuable benefits. There are several membership options available to purchase:

**Seasonal Pass: $30.00**  
Includes immediate family in one household - good for 3 months from date of purchase.

**Family Pass: $90.00**  
Includes immediate family in one household  
  
**Family Plus Pass: $115.00**  
Includes immediate family in one household plus two additional people   
**Grandparents Pass: $80.00**  
Includes two grandparents and all grandchildren   
**Military Pass: $80.00**  
Active Military ID documentation required at time of purchase  
**Foster Parent Pass: $80.00**  
Documentation required at time of purchase  
**Childcare Provider Pass: $150.00 (6 children) or $384.00(18 children)**  
State Licensed day care or agency - one location  
**Add a guest: $20.00**   
Unlimited admission for an accompanying guest with the family. Must define who guest is, they can come in anytime on their own.

Membership benefits include:

* One year Unlimited admission for immediate family members of same household.
* Reduced fees for special camps and classes.
* Discounts on birthday parties.
* Invitations to Members-Only events.
* 10% discount on purchases from the Museum Toy Store.
* 50% discount on admittance fee to participating NWAYM Children's Museums.
* Free subscription to CMEO quarterly newsletter.
* Special updates through email.
* Support to a fabulous place for children to learn and play.

**Availability and cost:** The Museum is open Monday through Saturday from 10 am to 5 pm. The cost for admission is $4.00 per person per visit for everyone over the age of 1. Prescheduled organized groups of 15 or more people receive a group rate of $3.00 per person. There must be 1 adult to every 5 children for groups.

**Audience Data:** The Museum attracts approximately 14,000 visitors a year. Visitors from Umatilla, Union and Morrow Counties as well as tourists attend the museum.

**Funding:** The museum depends largely upon donations from the community and local businesses to provide services to children though out the region. With an annual budget between $100,000 and $150,000, funding sources include individual and business donations, foundation grants, exhibits sponsorships, membership, museum store sales, birthday parties and various fundraising events. The Main fundraiser of the year is the Annual Wiener Dog Race which is held the last Friday in June.

**Northwest Association of Youth Museums (NWAYM):** CMEO is a member of the NWAYM which provides our members with ½ off admission to any participating children’s museum throughout Oregon and Washington.

**Member of the Board of Directors**

**Job Description and Expectations**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Children’s Museum of Eastern Oregon (CMEO) so as to support the organization’s mission and needs.

**\*Major responsibilities:**

* Organizational leadership and advisement
* Organization of the board of directors, officers, and committees
* Formulation and oversight of policies and procedures
* Financial management, including adoption and oversight of the annual budget
* Oversight of program planning and evaluation
* Supports the Executive Director and reviews performance
* Review of organizational and programmatic reports
* Promotion of the organization
* Fundraising and outreach

\*Members of the board share these responsibilities while acting in the interest of CMEO. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Length of term:** Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

**Meetings and time commitment:**

* The board of directors meets year round on the third Monday of the month, 6:00 p.m., at CMEO. Meetings typically last 60 to 90 minutes.
* Committees of the board meet an average of six times per year, pending their respective work agenda.
* Special events and meetings including but not limited to, assist with Snow Cone Machine throughout summer, Wiener Dog Races in June, Block Party in October and strategic planning meeting in December.

**Expectations of board members:**

* Attend and participate in meetings on a regular basis, and special events as able.
* Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
* Be alert to community concerns that can be addressed by CMEO’s mission, objectives, and programs.
* Help communicate and promote CMEO’s mission and programs to the community.
* Donate financially within his/her means for 100% board giving.
* Become familiar with CMEO’s finances, budget, and financial/resource needs.
* Understand the policies and procedures of CMEO.
* Build a collegial working relationship with other board members that contribute to consensus.
* Has a working knowledge of “A Guide to Nonprofit Board Services in Oregon.”
* Financially support CMEO in a manner commensurate with one’s ability.



**BOARD OF DIRECTORS APPLICATION FORM**

Please attach your current resume to this application.

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BRIEF BIOGRAPHY: (**What you would like us to know about you. Attach additional sheet ifnecessary.)

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What charitable or community activities, offices, or memberships have you been involved in?

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Have you served on other boards before? If so, which one?

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How many hours per month or week do you have to commit to the Children’s Museum Board service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to serve on the Board of the Children’s Museum?

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Please check the skills or knowledge you could potentially contribute to the Board

□ Accounting □ Marketing/Publicity □ Exhibit Planning

□ Investment □ Strategic Planning □ Exhibit Construction

□ Finance □ Knowledge of Community □ Volunteer Recruitment

□ Fundraising □ Public Speaking □ Site Management

□ Grant Writing □ Board Development □ Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_

We are looking for a few great people to help shape the future of the Children’s Museum of Eastern Oregon! If you are interested in serving on the Board of Directors, please return this application to: CMEO, 400 S. Main St, Pendleton OR 97801 or FAX to 966-1066 or email to director@cmeo.org. Applicants will be reviewed monthly and contacted by a board member. Thank you.