

Raleigh Fire Department Historical Society Meeting Minutes

Date: May 2, 2011

Time: 7:00 p.m.

Location: Station 28

Meeting Opening: Legeros opened meeting.

Minutes Approval: Action not completed.

Budget Report: Action not completed.

Old Business:

- 1) Membership tee shirt
 - a. Tim Henshaw leading this project.
 - b. Has started working with third-party source for both artwork and production.
 - c. Trademark issues prevent a design based on Fire Museum Network logo.
 - d. Suggests alternate design, using the RFD apparatus door scrawl, and with words "Raleigh Fire Department Historical Society" on top and bottom.
 - e. He will send the design to everyone, so the group can review and approve.
 - f. Group discussed the design placement on shirts. Front, back, pocket?
 - g. Secondary design for pocket suggested, using steamer clip-art that Legeros has created, and perhaps with www.raleighfirehistory.org underneath.
 - h. Prices cited from Henshaw's source as \$6-\$8 per shirt cost. That using a decent brand of tee. Quantity is minimum of \$50 to begin, then in lots of 10.
 - i. With higher quantity, the price obviously goes down.
 - j. How would be pay for the initial order? We would sell memberships, but fulfill the shirts at a future time. Thus, hopefully negating out-of-pocket needs.

- 2) Fire truck tee shirt
 - a. Henshaw working with Chamblee on this project.
 - b. Fancier shirt, with colors, and a higher price.
 - c. Likely use Station 28 apparatus photos for design.
 - d. Legeros has created rough example of line art based on photo.
- 3) Membership certificate
 - a. Legeros showed design, derived from a couple sources.
 - b. Nearly finished, he has to purchase some clip art to complete.
 - c. To be printed on gold pantone card stock, an old-style looking paper.
 - d. Black and white, no other colors.
- 4) Membership card
 - a. Legeros showed design, very simple.
 - b. Front side design, with back to be created, listing our motto/slogan and web site address.
 - c. To be printed as cheaply as possible.
 - d. Black and white, no other colors.

New Business:

- 1) Recruiting members and promoting memberships.
 - a. Discussion of how to do it.
 - b. Decision made to promote using grass-roots and word-of-mouth. Legeros post announcements on his web sites. Walters tells personnel attending EMT classes. Legeros sends notes to retirees. We post announcements on RFDweb. Ask personnel to tell friends and family. Have fliers or posters in trailer. Use Facebook or other means. Public invited to join.

- c. As 2012 year approaches, and momentum with those projects builds, we can join in the promotion and coverage, and advertise and solicit to wider audiences.
- d. Legeros took action item to draft a membership letter package, a form or letter or both describing who/what/why of joining RFDHS.

2) Opening the museum

- a. Discussion of options for opening the trailer.
- b. Decision to open one Saturday a month, starting in June.
- c. Discussion of impact of planned concrete pad replacement.
- d. Not discussed/still need: Plan for command staff sign-off of proposal.
- e. Not discussed/still need: Logistics/action plan, for exactly what's involved with opening the trailer.
- f. Discussion of signs for trailer. Can they be made, perhaps one on the pad, outside the trailer? Later, future time, perhaps additional sign added to road sign for KTC.
- g. Small action items for trailer:
 - i. Need to secure laptop on wall shelf, perhaps double-side tape, to prevent being knocked over.
 - ii. Walters and Legeros have other small action items for trailer, including signage, more photos, poster of former facility locations, and more.

3) Museum open house

- a. Do we want to have a fancy open house, sometime soon? Invite command staff and city officials?
- b. Walters has action item to ask Chief McGrath his preferences.