

Date: August 6, 2012

Time: 7:00 p.m.

Location: Station 23

Present: Walters, Barefoot, Chamblee, Legeros, Wall, plus Henshaw for a short phone call.

Minutes Approval:

- 1) July 2, 2012

Budget Report:

- 1) Fund balances
 - a. General fund (checking): 4,586.31
 - b. Centennial funds (savings): 5,524.18
 - c. Old Engine 1 funds (savings): 420.31
- 2) Upcoming expenses
 - a. \$1,623.52 for shirts to sell
 - b. \$589.96 for shirts order by troops
 - c. \$2,500 due to Convention Center, for Ball. Due this fall.
- 3) Sales tax paid for Q3
- 4) Are we approaching \$25,000 or other annual limit for tax status?
 - a. Noted in meeting, it's a three-year average we'll want to watch for, before our classification/category of charitable organization changes.

Fire Museum Business:

- 1) Upcoming dates.
 - a. Regular schedule.
 - i. Saturday, August 11
 1. Walters staffing
 2. Fire Expo weekend
 3. Regular hours only, 10 to 2 p.m.
 4. Shuttle provided by training.
 - ii. Saturday, Sep 8
 1. Chamblee
 2. Need person #2
 - iii. Saturday, Oct 13
 1. From last meeting:
 - a. **Legeros will send schedule on e-mail**, for people to add their names for September and later.
- 2) Personnel attending while in class.
 - a. Updates?
 - b. From last meeting:
 - i. **Fanning with talk with Capt. Siebel**, to see if the talked-about plans/process are still viable.
- 3) Upcoming special events.

- a. Cub Scout den leaders request speaker to tell about museum, and compel scout dens to visit museum. Thursday, October 4, 7:00 p.m. to 8:00 p.m., LDS church, 1524 Jenkins Road, Wake Forest, NC 27587.
 - i. That's a C platoon day.
 - ii. **Walters has tentatively volunteered to meet.**
- b. Martin Grube with Fire Rescue TV has requested to film the museum, while he's in town for the Fire Expo.
 - i. Group consents.
 - ii. **Legeros will advise him to visit on Saturday during regular opening**, or send suggested dates/times for possible special visit.

Fire Apparatus Business:

- 1) Hose cart
 - a. Tim Duke has both the wheels and the body.
 - b. He's handling painting, detailing, and reassembly.
 - c. Wheels were reconstructed, versus simply repaired.
 - d. **Walters will ask Duke** if cart can be ready for Fireman's Ball in November, where it could be debuted.
- 2) Steamer
 - a. Participating at Fire Expo as static display.
 - b. Not firing or steaming, due to issue reportedly discovered on June 16.
- 3) Old Engine 1
 - a. Donation period closed at end of July.
 - b. **Walters will send Legeros list of donors.**
 - c. **Legeros will format donor names into a list**, so scope/size of donor list can be assessed.
 - d. Group discussed ideas for a donor name display on the truck.
- 4) 1926 pumper photo for history book
 - a. **Legeros is leading project to get this apparatus photographed**, so the image can be used as line art for the physical cover of the centennial history book.
 - b. Photo to include personnel riding wearing dress shirts and caps, and then with dress coats.
 - c. Photo may be taken at the Expo, indoors, after apparatus is parked or before it leaves.

Fire Expo

Henshaw and Campbell are picking-up booth materials, and setting up booth on Thursday.

- 1) Booth staffing
 - a. Operations personnel are staffing. Neither Campbell nor Henshaw will be staffing. Henshaw will provide instruction to one or more members on sales information.
- 2) Booth signage
 - a. Existing and new signage will be used.
 - b. **Legeros will create text for a sign**, for Henshaw to create, to place on steamer, and direct people to RFD booth.
- 3) Shirts to sell
 - a. Price to be determined, based on others sold at Expo.
 - b. Boxes delivered to museum, ready for transport to Expo.
- 4) Stickers to sell
 - a. Priced at \$5.00.

- b. **Chamblee will deliver to Admin**, for Henshaw to take to Expo.
- 5) Coins to sell
 - a. **Henshaw will pick up coins** from Chief McLaurin, and take to Expo.
- 6) Books to sell
 - a. **Henshaw will pick up promotional poster and fliers** from training, and take to Expo.
- 7) Memberships to sell
 - a. **Henshaw will pick up sign and box of fliers** (from museum), and take to Expo.
- 8) Money bag(s)
 - a. **Henshaw has money bag.**
 - b. **Henshaw or Campbell will deliver and pick-up bag** at end of each day that booth is open.
- 9) Money to make change
 - a. **Henshaw is getting change.**
- 10) Apparatus
 - a. 1905 steamer as static
 - b. 1926 pumper as static
 - c. No other apparatus desired, per Services.
 - d. Old Engine 1 not participating, to err on side of maintenance-related caution.
- 11) Artifacts
 - a. Legeros provided artifacts to Harkey, who has transported to Expo.
 - b. They'll be displayed in glass cases, with signs crediting museum.
- 12) Museum staffing
 - a. **Walters is staffing the museum**, perhaps assisted with wife.
- 13) Museum shuttle
 - a. Training is providing shuttle service.

Old Business:

- 1) Membership drive
 - a. Two retiree, two public memberships received.
 - b. Legeros/Chamblee will begin fulfilling.
 - i. Legeros will print letter to accompany packet.
 - ii. Legeros will print certificates at station on meeting night.
 - iii. Legeros will provide cardboard insert, to keep envelope rigid.
 - iv. Chamblee/Legeros will stuff and address packets.
 - v. Chamblee will mail packets.
 - c. From last meeting:
 - i. Retiree and public memberships are now available on our web site.
 - ii. Group discussed that a direction with memberships is needed, as well as a project owner.
 - iii. Group suggested that Chief Mizzell might be a good person to possibly take and run with.
- 2) June 16
 - a. Unfinished business, from last meeting:
 - i. Group decided to send an acknowledgement letter or perhaps certificate to all organizations that assisted on June 16.
 - 1. **Henshaw will provide a list of group names and mailing addresses**, and will send to Legeros.

2. Legeros has created certificate:



- 3) Museum as communication conduit between RFD and retirees.
 - a. From last meeting:
 - i. Chief Walters to ask Chief McGrath sometime about his feelings.
 - b. McGrath agrees and consents.
 - c. Museum is ideal entity to sell things, as well as transmit communication to retirees.

New Business:

- 1) Cardinal Club
 - a. Updates on concept, Walters
 - i. April date
 - ii. Invite city council, city officials, civic leaders, high-rollers
 - iii. Fancy event, with high-dollar admission price
 - iv. Fishbowl for people to write and leave big checks
 - v. Have a business plan about RFM and Station 3 that we pitch, we show.
 - vi. Have drawings or other "first step" about Station 3 that we show.
 - vii. Etc.
 - b. Group discussed possible next steps, possible time frames.
 - c. **Walters will inquire of Fanning and Mizzell**, to see if either is interested in being project lead.
- 2) Fireman's Ball
 - a. Now solely museum-managed, centennial committee no longer functioning
 - b. Who is project lead/owner?
 - i. **Walters, Barefoot, (and Hayes?)**
 - c. Next steps
 - i. **Legeros will begin designing PayPal form for ticket purchase**
 1. Name
 2. Phone number
 3. Chicken or beef
 4. Station, shift, rank or title
 5. Active FF or Retired FF or Public Official or Guest/Spouse
 6. \$35 per ticket, no refunds

- 7. Tickets will be picked up via Will Call
 - 8. E-mail notification to Barefoot's city e-mail.
 - ii. Create text communication to personnel
 - 1. **Barefoot will draft.**
 - 2. **Legeros will review, refine.**
 - iii. Finish poster for sending to personnel
 - 1. **Walters will get to Barefoot.**
 - iv. Create web page on museum site with information.
 - 1. **Legeros will do**, based on above information.
 - v. Update RFD100.com
 - 1. **Legeros will send info. to Jeff Harkey**, so he can update.
 - vi. Update Fire Chief
 - 1. **Walters will update Chief McGrath** on all this, and get input as needed.
- d. Discussion points
 - i. Who is invited?
 - 1. Who can attend, confirmed:
 - a. Active Raleigh FFs and spouses
 - b. Retired Raleigh FFs and spouses
 - c. Former Raleigh FFs and spouses
 - d. Widows of Raleigh FFs
 - e. Explorers.
 - f. Friends of RFD.
 - 2. Who are special guests, expected to be invited:
 - a. Mayor
 - b. City Council
 - c. City department heads
 - d. Civic leaders
 - 3. Who might be invited, to be further discussed
 - a. Local fire chiefs
 - b. Local firefighters
 - c. Etc.
 - ii. Dress code
 - 1. Class A uniforms (coat and cap) or formal dress
 - 2. Communication outside RFD should use plain English, versus or in addition to "Class A."
 - iii. Goal dates
 - 1. Have ticket buying web page ready within week or so.
 - 2. Have message/poster to troops via-email soon after.