

Date: April 1, 2013

Time: 7:00 p.m.

Location: Station 16

Present: Walters, Barefoot, Chamblee, Henshaw, Legeros

Minutes Approval:

- 1) March 4, 2013

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 1,629.73
 - b. Reserve funds (savings): \$ 3,931.08
 - c. Engine 1 funds (savings): \$ 421.01
- 2) Recent expenses
 - a. Museum outdoor signs x 3, \$477
 - i. Two A-frame, standing
 - ii. One metal for hanging
 - b. Engine 1 donor sign, \$96
 - c. Envelopes and fliers for history book: \$110
- 3) Recent incoming
 - a. Received \$50 from Henshaw for one coin, two stickers, and four shirt sales.
- 4) Recent donations
 - a. Ronny Mizell, money for stamps for envelopes for history book: \$230
 - b. Mike Legeros, photo postcards for history book, cost \$55

Fire Museum Business:

- 1) Dates and Events
 - a. Regular schedule.
 - i. Saturday, April 13
 1. **Chamblee opening**
 2. **Walters assisting**
 - a. Will have one or more history books available for reading.
 - b. **Legeros will deliver one or more to museum.**
 - ii. Saturday, May 11
 1. **Henshaw**
 2. **Legeros**
 - a. Special event planned, history book unveiling or signing or selling or something.
 - b. Maybe have third person there, if needed.
- 2) Other Business
 - a. Outdoor signs
 - i. New signs created:
 1. Two a-frame sandwich signs now stored in museum.

- a. One says “Now Open,” should be placed at curb/street.
 - b. One has an arrow, should be placed somewhere in lot.
 - 2. Metal “how open” hanging sign also now stored in museum.
 - a. For hanging on inside of fence, behind museum, facing Wilmington Street.
- ii. New banner for hanging outside?
 - 1. Pending action item, discussed in March meeting.
 - 2. Group decided that a new banner, nor any banner, is required, if a permanent outdoor sign is installed beside the museum door.
- iii. Door or building sign
 - 1. Pending action item, for front door or front of trailer:
 - a. Museum hours
 - b. Contact info
 - c. Etc.
 - 2. Sign would reflect new/updated contact information
 - a. **Legeros working with Henshaw to determine best contact info.**, including through RFD.
 - b. **Legeros has created raleighfiremuseum.org/tour**, with information on how to contact museum (e-mail) or RFD (web form) for tours.
 - c. **Legeros has created draft of updated “visit museum” paper postcard.**
 - i. Henshaw is assisting with creating/reviewing postcard card.
 - ii. No quantity/price estimate yet.
 - iii. Should photo postcard replace paper card?
- iv. Street or fence signs
 - 1. Can we have signs on Wilmington Street and/or on the fence/gate, about the museum?
 - 2. **Mizell to inquire of training staff.**

Fire Apparatus Business:

- 1) Old Engine 1
 - a. Donor signs
 - i. Sign created, now sitting on engine at Station 28.
 - ii. Included language that a plaque is planned for future time.
 - b. Work day – Starter Motor
 - i. **Henshaw and Chamblee will schedule a work day to remove the starter motor.**
 - c. Work days
 - i. Based on the starter motor work day, they will assess next steps for other work and work days.
 - d. Title, tags, insurance.
 - i. **Henshaw in process of getting title to Engine 1.**
 - ii. From there, he’ll proceed toward tags and insurance.
- 2) Other antiques.
 - a. Titles
 - i. Titles have been located for the 1926 ALF and 1950 Mack.
 - ii. Travis at Services has same.

Membership Business:

- 1) Memberships.

- a. **Legeros and Chamblee working on improved response/communication to renewal payments.**
 - i. They're planning an electronic letter, to be sent to each renewal.
 - b. Fliers and stamped envelopes to be inserted in history books this month, to invite both new memberships and renewals.
 - i. Quantity 500.
 - ii. Delivered to training on Monday, April 1.
 - iii. They're being inserted into newly delivered history books, starting April 1.
 - c. Mail message to troops planned, after history book is delivered.
 - i. From February meeting, action items:
 - 1. **Mizell will craft a message in his own words.**
 - 2. He'll also ask Chief Poole for ideas on using e-mail or other channels for this message.
 - d. Web site updated with improved click-paths to purchase and renew memberships.
- 2) Membership channels.
- a. United way campaign requirements.
 - i. Group discussed the requirements, and decided to reach out to a person, to ask about what's needed for an organization like ours to be considered.
 - ii. **Walters will contact Andy Woodall**, to learn how Barry's foundation applied for participation.
 - 1. Secondary possible contact is Donnie Brown.
 - b. City credit union.
 - i. **Barefoot investigating.**
 - ii. He's going to ask them about the requirements, and even their suggestions about:
 - 1. One-time annual withdrawal.
 - 2. Per-paycheck withdrawals.
 - 3. Ease of obtaining list of names, of who enrolls.
 - iii. Will require creation of an account in the museum's name.
 - c. Recruits
 - i. **Barefoot will contact training**, to ask about a museum presentation to the current recruit class.

Other Things Being Worked On

- 1) History Book After Work
 - a. **Legeros has identified a number of tasks to perform this year**, uncovered or reinforced by the history book project. Such as indexing and inventorying his digital assets of RFD.
- 2) Historical Activities
 - a. Services records archiving.
 - i. **Legeros assisting Services with identifying records worth retaining.**
 - ii. These were records stored in a shed at Station 8, mostly from Chief Lane's period and later, but some from Chief King and some station records from the 1960s.
 - b. Personnel records contact with Henshaw.
 - i. **Barefoot will send Henshaw a list of ball attendees**, to help him find this person.
- 3) Related Activities
 - a. Spring newsletter.
 - i. **Legeros completing, for April 15 issue date.**

Other Old Business

- 1) Board of Directors
 - a. Research on implementation overdue. **Legeros had last action item.**
 - b. Volunteer or project owner welcome, to take and run with.
- 2) Station 23 storage space
 - a. Construction completion planned.
 - b. **Barefoot will check into progress**, notably as impacted by recent transfers.
- 3) Finances
 - a. Group discussed the need for an accountant.
 - b. **Legeros will find contact information** for firm recommended by Henshaw.
 - c. Initial questions to ask:
 - i. Can you help us determine if we need an accountant?
 - ii. Can you help us, perhaps pro bono?
 - iii. Can you recommended help, if we should look elsewhere?
- 4) Promotional opportunities
 - a. Continue discussion from last month.
 - i. What public locations would be good for adding “visit the museum” displays or materials:
 1. Postcards
 2. Fliers
 3. Posters
 4. Display cases
 5. Etc.
 - ii. Some suggestions:
 1. NC OFM office.
 2. Libraries.
 3. City museum.
 4. Marbles museum.
 - iii. **Legeros will work on a new poster design**, incorporating both museum and Station 28 as listed attractions.
 - iv. **Legeros will ride around downtown**, and look at various locations such as above.
 - v. **Henshaw will inquire of Parks and Recreation**, to see if museum can be added to their history trolley program.
- 5) Future events
 - a. Continue discussion from last month.
 - i. Outdoor “touch the trucks” suggestion.
 - ii. **Henshaw is talking to Public Works**, regarding a joint event involving fire apparatus and public works vehicles.

New Business

- 1) USAR challenge coins.
 - o Task Force 8 has created new challenge coins.
 - o They are selling for \$10 each.
 - o They wish to partner with museum, as a fundraising opportunity for museum.
 - o Group discussed museum requirements and parameters:

- Decline to offer or assist with postal fulfillment services at present.
- We should watch our annual revenue totals, to ensure we don't exceed our current federal tax limit bracket.
- **Legeros will confirm specifics with Chief McLaurin**, including:
 - RFD/TF8 handles point of sale.
 - Museum handles money management, including payment of sales tax.

2) History book

- History book was delivered to training on April 1.
- Fulfillment starting to personnel and retirees, via RFD.
- Mail ordered copies being fulfilled by the printer.
- Complimentary copies to be given to museum, for museum use.
- Group discussed donating some copies to local or national libraries.
- Additional copies may be available.
- Group discussed using the May museum event to unveil the book, or offer a book viewing, or book selling.
- Group discussed ideas for future book projects, such as creating a version of the book that omits personnel photos, that might interest the general public and be sold at a lower print point.
- **Legeros remains a point of contact for the project and with the printer.**