

Date: June 3, 2013

Time: 7:00 p.m.

Location: Museum

Present: Henshaw, Wall, Chamblee, Barefoot, Legeros

Minutes Approval:

- 1) May 6, 2013

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,582.37
 - b. Reserve funds (savings): \$ 3,932.64
 - c. Engine 1 funds (savings): \$ 421.17
- 2) Recent expenses
 - a. Mailing address labels, \$15
 - b. Experience history sign, \$32
 - c. Postage, June 1, \$21.10
 - d. Postage, May 18, \$12.02.
- 3) Recent income
 - a. Two coin sales via Web in May.
 - b. Six book sales via Web in May.

Fire Museum Business:

- 1) Dates and Events
 - a. Regular schedule.
 - i. Saturday, June 8
 1. **Chamblee**
 2. No second person.
 - a. **Legeros will send e-mail everyone, advising of open slot.**
 - ii. Saturday, July 13
 1. **Need one or two people.**
- 2) Donations
 - a. Frank McLaurin, retired Battalion Chief, has donated:
 - i. Collection of badges, lapel pins, and cap badges.
 - ii. TF8 and NCHART patches.
 - iii. District Chief cap with cap badge.
 - iv. White helmet with accountability tags.
 - v. SCBA mask and personal bag.
 - vi. Pocket friction loss tables.
 - vii. Legeros has added some of these items to the display cases.
 - b. Capt. Stephen Bartholomew donated a glass extinguisher.
 - i. Requires planter-style hook for hanging in museum.

- ii. Artifact still stored at museum, in rear storage area.
 - c. Other items that have appeared:
 - i. Blue rescue jumpsuit.
 - 1. Legeros has hung this item on the side of a display case, using a hanger.
 - ii. Small items from U. Ennis:
 - 1. RFD pin.
 - 2. Friction loss pocket chart.
 - 3. Fireman's prayer pocket chart.
 - 4. Coffee mug.
 - 5. Legeros has added some of these items to display cases.
- 3) Signage
- a. Indoor signs
 - i. Legeros created and ordered new "experience history" sign, for display indoors.
 - 1. Two purchased at present.
 - a. One for the foyer on the second floor of the Dillon Building.
 - b. One for future use.
 - i. Consider Station 1 for placement.
 - ii. **Legeros will ask Chief Poole about same.**
 - ii. **Legeros is creating flyers for display in stations, and other FD facilities.**
 - 1. Chief Poole has approved display, and use of Battalion Chiefs for distribution to stations.
 - iii. **Legeros is creating "rack card" for local and regional display or distribution.**
 - 1. One-sheet, double-sided, color, glossy handout measuring four by nine inches.
 - 2. Will promote both the museum and Station 28.
 - 3. Pricing in the area of \$100 for 750 count.
 - b. Outdoor signs
 - i. **Legeros is drafting verbiage for four outdoor signs:**
 - 1. "Museum this way" road sign, to add on pole with "Training center this way" sign(s).
 - 2. Museum hours sign, for training center fence, at gate.
 - 3. Museum hours sign, for museum trailer, beside door.
 - ii. Chief of Training has approved their installation.

Fire Apparatus Business:

- 1) Old Engine 1
 - a. Work day on starter motor
 - i. **Henshaw and Chamblee are meeting at Station 28 about 3:00 p.m. on Saturday, June 8.**
 - ii. **Legeros will join for a couple hours.**
 - iii. **Legeros will announce event to staff, for any others to join.**
 - b. Work days and scheduling.
 - i. Henshaw proposed combining some monthly staff meetings with apparatus work days.
 - 1. Have short meeting.
 - 2. Use remaining time for tasks, for Engine 1 or other apparatus.
 - c. Title, tags, insurance for Engine 1.
 - i. **Henshaw still working on tags and title, about halfway through project.** Numerous steps have been involved.

- ii. **Henshaw also working with RFD and city personnel to find or verify titles and obtain tags** for all rolling stock associated with the antiques, including the steamer trailer and the boat trailer.
- 2) Other antiques.
 - a. See above, regarding work days and title and tags.
 - b. Capt. Mike Ezzell is lately leading a group, with an interest in also working on and helping maintain the antiques.
 - i. Group discussed value in align our work with this group's work.
 - ii. **Henshaw will talk with Ezzell**, to talk about the efforts of both groups.

Membership Business:

- 1) Memberships.
 - a. Small number received in May.
 - i. Legeros handling fulfillment of paper goods.
- 2) Membership channels.
 - a. United way campaign requirements.
 - i. From prior meeting, it appears as easy as "writing in" the museum, when RFD members submit their forms in October.
 - ii. Future action item to further verify, as well as announce to personnel.
 - b. City credit union
 - i. Barefoot provided information about prior "firefighter fund" process that the credit union provided, and that utilized payroll deductions.
 - ii. **Barefoot is awaiting further information from credit union.**
 - c. Recruits
 - i. **Legeros is conducting history talk and museum talk in July.**

History Books

- 1) Donations
 - a. Latest donations:
 - i. Richard B. Harrison library, Raleigh.
 - ii. North Regional Library, Raleigh.
 - 1. That makes four local library branches, so far.
 - 2. Raleigh has another half-dozen branches.
 - iii. North Carolina State Fireman's Association (belated delivery).
 - iv. National Fire Academy library (belated mailed).
 - b. Donations under consideration:
 - i. North Carolina State Government library.
 - ii. North Carolina State University library.
 - iii. North Carolina Collection at UNC.
 - iv. More local library branches.
 - c. Discussion of donations. Recipients are being chosen for locations or entities that have high exposure (NCSFA lobby), large numbers of readers (libraries), or value to researches (libraries).
 - d. Donated copies as appreciation gestures have/will be minimal.
- 2) Sales report.

- a. Museum received 41 copies for sale.
 - b. Approximately 12 copies remaining.
 - c. Currently advertised on web site, Facebook.
 - d. Legeros has sent collection letters, to retirees who picked-up books on May 1, but didn't have money for payment at the time.
- 3) Unclaimed books
- a. **Legeros is leading project to distribute about a dozen unclaimed books, awaiting pick-up at training center.**
 - b. Couple of these were mailed, with museum to presumably pay shipping charge.
- 4) Points of contact
- a. Chief McLaurin retired on June 1.
 - b. Legeros now primary publisher contact for museum (and department?) for time being.
- 5) Future plans for sales
- a. Group discussed and decided to keep one copy for possible raffle in August, if the fire department has a booth at the South Atlantic Fire Rescue Expo.
 - i. **Legeros will set one book aside, and reduce inventory count accordingly.**
- 6) Future plans for content
- a. **Legeros will be inquiring about a digital copies of book content, or project source files.**

New Business

- 1) Finances and book keeping
- a. **Legeros will be contacting a couple recommended people, to ask about our needs.**
 - b. **Legeros is doing financial audits.**
 - i. Received copies of deposit records dating to January 1.
 - c. **All members now encouraged to document all transactions, and annotate all receipts.**
- 2) Centennial rings
- a. Barefoot provided update on the centennial rings.
 - i. Personnel have inquired if they are still available.
 - ii. Jeweler confirms they are still available.
 - iii. Group agreed to continue promoting to personnel, and via museum web site.
 - iv. Jeweler is working with manufacturer to correct some production errors.
 - v. Jeweler is donating a ring to the museum.
 - vi. Jeweler is providing 0% financing for one year.
 - vii. **Barefoot will write some text for the web site, and send to Legeros.**
- 3) Artifact display case at Dillon Building.
- a. Henshaw has emptied the display case outside Fire Administration at the Dillon Building, while the foyer is being renovated.
 - b. He's dusted the artifacts, and found a tee-shirt with a section of fabric that has been bleached by sun exposure. He'll work on getting a replacement.
 - c. **Henshaw will restore the artifacts and displays when the renovations are completed.**

Other Old Business

- 4) Board of Directors
- a. No developments.

- 5) Station 23 storage space
 - a. Further construction delayed, due to transfer of builder from Station 28.
- 6) Future events
 - a. **Henshaw is continuing to investigate the possibility of a city-based event this summer/year**, for people to "touch the trucks" from the fire department and other city departments.