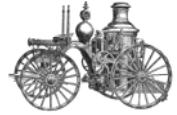


# Raleigh Fire Museum

PO Box 31084, Raleigh, NC 27622  
www.raleighfiremuseum.org



## Monthly Staff Meeting Minutes

**Date:** May 5, 2014

**Time:** 7:00 p.m.

**Present:** Legeros, Henshaw, Walters, John Rhebock, David Boeytte

### Minutes Approval:

- 1) April 7, 2014

### Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 3,202.67
  - b. Reserve funds (savings): \$ 3,941.72
  - c. Engine 1 funds (savings): \$ 422.15
- 2) Recent expenses:
  - a. Fire expo booth payment: \$100.00
- 3) Upcoming expenses:
  - a. Fire expo banner, estimated \$35 to \$70.

### Museum Business:

- 1) Regular schedule.
  - a. Saturday, May 10 – C platoon
    - i. Staffing
      1. Legeros opening/closing
      2. David Boyette assisting.
  - b. Saturday, June 14 – B platoon
    - i. Staffing
      1. Jan Chamblee opening/closing.
      2. ?
- 2) Special events.
  - a. Wednesday, May 7 – Retiree luncheon
    - i. Staffing
      1. Legeros will open
      2. Walters will be there.
      3. Boyette will be there on duty, and can assist with closing.
  - b. July – South Atlantic Fire Rescue Expo
    - i. Contents of booth
      1. **Legeros** and **Henshaw** creating booth content.
        - a. Booth will promote and present information about NC and southeastern fire museums and other historical attractions.

- b. Booth will likely be unstaffed, with computer slideshow(s) and printed materials for people to take.
  - ii. Decoration of booth
    - 1. Likely a custom banner, perhaps along the lines of “Fire Museums and Fire History as presented by the Raleigh Fire Museum.”
    - 2. Table linens with RFD patch are also available from training and in different colors, blue, black, maroon.
  - iii. People resources for booth
    - 1. **Legeros** can open/close booth on both days. Only unavailability is later Friday afternoon, during his Expo talk.
    - 2. **Henshaw** plans to be around on Friday, available for staffing if we choose to staff.
    - 3. One participating museum so far has expressed interest in helping with staffing, if we choose to staff.
- c. September/Fall – Day with RFD
  - i. **Henshaw** continues to research dates in the fall where the training center/drill pad isn’t already in use.
  - ii. Excluding fire prevention week period, due to competing events and museum staff already committed or involved with other activities.
  - iii. May need to move to Station 28.

#### **Apparatus Business:**

- 1) Awaiting word from Services on materials needed to re-wire Engine 1.

#### **Membership Business:**

- 1. **Legeros** in the process of notifying last year’s combined campaign donors that they have been given new/renewed memberships.
  - a. Printed certificates for new members will be printed/distributed in the next few days.
- 2. Need process for periodical renewal reminders to members.
  - a. **Legeros** will talk with **Chamblee** for some ideas.

#### **Old Business**

- 1) Bookkeeping/QuickBooks update.
  - o All accounting is now being entered/tracked via QuickBooks.
  - o **Legeros** is the point of contact.
  - o He will document and share access information, as precaution for redundancy.
- 2) Patch update.
  - o **Henshaw** will check with his designer friend, for any updates.
  - o On related note, museum supply of RFD challenge coins is nearly finished.
    - Maybe 20 coins, between Henshaw and Chamblee, plus a couple at the museum.
    - Group discussed possibility of ordering more.
    - Group indicated waiting might be best, particularly if a museum patch design is coming.
    - New coin design with a new museum patch could be considered.

- 3) Charity donation process/Flower Fund documentation.
  - **Barefoot** provided in advance some details on how the fire department's flower fund works. Their criteria for fund usage is:
    - Spouse.
    - Child.
    - Parent.
    - In-laws.
  - Group continued discussion from prior meeting, on concept of a museum-established charity and/or memorial fund. Discussion points included:
    - Designating specific funds for charity purposes, and at time of donation, is desired.
    - Spending or repurposing operational funds for charity purposes is problematic, for reasons including the original intention of the donors of such funds.
    - Should the museum head in the direction of charity/memorial funds, established criteria and tight rules on disbursement would be needed. Such as criteria demonstrated in the RFD flower fund.
    - The museum organization presently doesn't necessarily have a need for this direction, but may want to pursue at a later time, if/when the organization becomes larger.
    - No further or immediate action was indicated.
- 4) Survivor bracelets.
  - Firefighter Shannon Haeck has produced a number of these hand-created cloth bracelets, for the museum to sell as fundraisers.
  - **Chamblee** or **Legeros** will provide an update on these post-meeting.

#### New Business

- 1) Introduction of new people present.
  - a. **Legeros** noted that our recent museum survey included the question "would you like to participate in our organization."
  - b. Five people responded to the affirmative, and they've been added to a new interest e-mail list, that Legeros will use to notify them about (a.) meetings, (b.) museum staffing opportunities, (c.) minutes from meetings, and (d.) other business.
  - c. They are:
    - i. Chris Barrows.
    - ii. Steven Bartholomew
    - iii. David Boyette.
    - iv. Dennis Gaither.
    - v. John Rhebock.
- 2) Door prizes.
  - a. **Legeros** distributed a pair of Pierce ball caps obtained at FDIC.
- 3) Museum keys
  - a. **Walters** returned a museum key in his possession. He's now primarily living out of the area/out of state.
- 4) Artifact donations.
  - a. One very old leather fire helmet was recently left at the museum, with a note saying that it was a donation from a retired New York fireman.
    - i. **Legeros** will transport to Station 23 for storage and future inventory.
  - b. From John Rhebock:

- i. One blue jumpsuit, lettered for RFD rescue.
- ii. All but one of the banners carried in the 2012 centennial parade.
  - 1. These were printed using ink-jet technology and are NOT waterproof.
  - 2. They should be coated/sealed before any future usage.
- iii. **Legeros** will transport to Station 23 for storage and future inventory.
- iv. Rhebock also has scale model of the North Carolina Fallen Firefighters Memorial that he is planning to repair and place on indefinite loan to the museum.
  - 1. One of two such models that were created.
  - 2. Other copy in possession of Andy Keil, and was loaned to museum for a number of months in the past.

5) SCBA replacement.

- a. Department is replacing all SCBA equipment this spring. We need to ask Services about retaining a couple sets for the museum, and verify that we don't already have those models as part of our collection.

**Next Meeting:**

Monday, June 9

A platoon

Station 28

Includes planned antique work as needed.