

Raleigh Fire Museum

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919-964-1070



raleighfiremuseum.org

Monthly Staff Meeting

Date: March 11, 2014

Time: 7:00 p.m.

Location: Museum

Present: Florio, Henshaw, Legeros, Rehbock

Minutes Approval:

- 1) January 13, 2014

Biennial Membership Meeting

- 1) Election of officers for two year terms.
 - a. Legeros elected President by unanimous vote.
 - b. Henshaw elected Vice President by unanimous vote.
 - c. Mizell elected Secretary/Treasurer by unanimous vote.
 - i. Legeros will continue to perform secretary and treasurer tasks, and work with Mizell as needed in the future.
- 2) Adoption of revised by-laws.
 - a. Adopted by unanimous vote.

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 4,662.83
 - b. Reserve funds (savings): \$ 3,949.99
 - c. Apparatus funds (savings): \$ 423.03
- 2) Recent activity
 - a. Debit on 3/2 - \$10.36 – QuickBooks monthly fee
 - b. Deposit on 3/2 - \$18 – Membership renewal
 - c. Check on 2/13 - \$30 – Fire Museum Network dues
 - d. Check on 2/9 - \$1.43 – Quarterly sales tax
- 3) Pending expenses
 - a. Henshaw reimbursement for \$150, for siren light lens that he's purchasing in PA.
 - i. Replaces broken lens on 1961 ALF
 - ii. He's receiving same this weekend.

Finance Business:

1. Tax filing for 2014.

- a. Due on the 15th day of the fifth month after end of our fiscal year. E.g. May 15.
 - b. **Legeros** to complete.
- 2. QuickBooks online consulting.
 - a. **Legeros** has a meeting planned with a free QuickBooks online consultant.
- 3. Financial/operational audit.
 - a. **Legeros** is still auditing our financial information, as well as our operational information.
 - b. Goal is ensuring that account numbers and access information is stored in a couple places or with a couple people, as safeguard.
 - i. Henshaw has offered space at admin, for storage of copies of critical documents and computer files.
 - ii. Facility has fire alarm, detection, and sprinkler. Optimal facility for such.
 - iii. **Legeros** will work with Henshaw on creating a secure lateral file for museum use.
- 4. Financial footage
 - a. Group discussed the need for solid financial footing and records therein, for such dependent future activities as pursuing historical-related grants.

Fundraising Business:

- 1) Combined Campaign 2014
 - a. We have received the information about the combined campaign donors for this year. These are Raleigh firefighters who have pledged payroll-based donations, during the fall enrollment period.
 - i. Total donors: 33
 - ii. Total gift: \$1814.00
 - b. All donors will be awarded fire museum memberships or membership renewals.
 - c. Of those donors, 22 will be acknowledged.
 - i. Legeros has sent acknowledgement letters via e-mail.
 - ii. Legeros has updated membership records.
 - iii. **Legeros** will print and send membership certificates and cards to those awarded new memberships.
 - d. Additionally, 11 donors do not want an acknowledgment.
 - i. Legeros has updated membership records.
 - ii. No contact or notification will be sent.
 - e. We will receive these monies in four parts, beginning in April and ended in January 2016.
 - f. The money will be added to our operational account.
- 2) Combined Campaign 2015
 - a. Group questioned if the Raleigh Fire Museum is one of the selections in the letter distributed to fire department and/or city employees
 - b. Can we get added to that letter?
 - c. **Barefoot** requested to inquire.

Membership Business:

- 1. See above regarding Combined Campaign.
- 2. We are receiving individual renewals at a rate of about two per month.
 - a. Legeros is updating records and sending letters of acknowledgement via e-mail.

Museum Business:

- 1) Regular schedule.

- a. Saturday, Feb. 14
 - i. **Legeros** primary.
 - ii. **David Boyette** secondary.
 - iii. Also same day as downtown St. Patricks' Day parade, which may bring visitors and visiting firefighters.
 - b. Saturday, April 11
 - i. Need primary
 - 1. **Barefoot** detailed from station?
 - ii. Need secondary.
 - 1. **Rehbock** detailed from station?
 - iii. Also same day as Explorer Banquet, starting at 5:00 p.m.
 - iv. **Legeros** will send a note to their Division Chief.
- 2) Shifts for staff
- a. Henshaw has a production sample for consideration.
 - b. Will show at a future meeting.

Apparatus Business:

- 1. Restoration project(s).
 - a. Group discussed the first steps of starting restoration projects for the 1936 and 1961 pumpers.
 - b. Participants
 - i. Group suggested sending invitation/solicitation to museum members.
 - ii. We should also mention to any firefighters who have expressed an interest.
 - iii. Skills and interests should be assessed for all incoming participants.
 - 1. Assign tasks based on skills, based on passion, etc.
 - iv. Elevator speech also needed, covering basic points such as:
 - 1. High-level overview of restoration process.
 - 2. Values statement(s), such as "we undertaking a professional restoration, and we'll be very particular on technical points and part tracking, but we'll want an enjoyable experience for everyone."
 - 3. Timeframe, rough or better.
 - 4. Etc.
 - c. Prioritization of projects
 - i. The 1936 will take longer/much longer to restore.
 - ii. The 1961 is a shorter and more easily attained project.
 - iii. Group discussed starting the 1961 project first.
 - 1. Good way to introduce new people.
 - 2. Good proving group, before moving on to longer, more difficult project.
 - 3. Shorter timeframe for completion.
 - d. Action steps
 - i. **None specifically specified.**
- 2. 1936 ALF update.
 - a. Storage
 - i. Apparatus is current parked outside at Services, under tarp, in rear overflow area.
 - ii. No plans for relocating just yet.
 - 1. Needs some work actions before moving to a pre-restoration storage/parking area.

- iii. For restoration, the optimum location is Services.
 - 1. We could construct a temporary outdoor work area or pavilion.
 - 2. We could also request one bay in the storage building, and a dedicated shipping container.
 - 3. We would need for 18 to 24 months, once project started.
 - b. Immediate Needs
 - i. Truck should be photographed top to bottom, as well as underneath.
 - ii. Valuables need to be removed from the truck, such as headlight, windshield, etc.
 - iii. Workday needed, for removing valuables and performing other tasks.
 - c. Restoration Needs
 - d. Exemplar (thing serving as a typical example)
 - i. Field trip should be taken to Catawba County fire museum in Hickory.
 - ii. Located about two-and-a-half hours from Raleigh.
 - iii. They have the only other pumper like this delivered in the state.
 - iv. Need to examine/photograph all sides including underneath.
 - v. Museum has a contact there, David Pruitt, who helped staff the museum booth.
 - vi. Legeros has his contact info.
 - vii. More info at <http://www.catawbacountync.gov/Fire/ffm.asp>
 - e. Action steps
 - i. **None specifically specified.**
- 3. 1961 ALF update.
 - a. Latest work
 - i. Henshaw and Chamblee have performed several hours of work in the past week.
 - ii. Installed new batteries, rebuilt the starter wiring, installed new fuel lines.
 - iii. New drip pans installed underneath.
 - iv. Pumper is now running and has been driven a few times.
 - v. Needs electrical rewiring. Master switch only partially functioning. Gauges don't work. Truck must be powered using battery connection.
 - vi. Needs clutch adjustment or perhaps new clutch plate.
 - b. Restoration
 - i. Repainting and rewiring could be done fairly quickly. Within a number of weeks.
 - ii. Henshaw would like to have truck restored/ready for appearance at ball in November.
 - c. Action steps
 - i. **None specifically specified.**
- 4. Other antiques.
 - a. Tim Duke is pursuing the restoration of the 1982 Mack, including painting to all-red.
 - b. He's also continuing equipment updates/restoration to the 1989 Pierce.
- 5. Emergency contact.
 - a. **Legeros** will create some signage, both for Station 28 and for the 1961 pumper, that reads:
If this vehicle needs to be started or moved or has problems, please call 919-524-6041.
- 6. General update.
 - a. Services Chief plans to relocate some of the antiques from Station 28 to Station 29.
 - i. Both a reserve engine and ladder are planned for Station 28, as well as the engine and now the mini pumper. So the bay space is needed.
 - ii. Museum has requested 1961 ALF be moved, at least.
 - iii. That will help with maintenance and restoration work by Henshaw, due to closer proximity.

- b. Timeframe and exact plans to be determined.
 - i. However, completion of Station 29 is at least thirty days away. The new concrete pad will need a month to cure. That's being installed any day now.
- c. Henshaw and Chamblee are both on the list to receive information, and/or assist with planning.
- d. Our marketing materials will be updated after the move.
 - i. Chamblee has been collecting our current rack cards and posters in various public locations, in advance of the move.
 - ii. **Legeros** will work on new/revised rack cards and posters, once the move is completed.
 - 1. Estimate \$500 or abouts, for new printed materials.

Event Business

- 1. 2015 Ball.
 - a. Barefoot update, forthcoming as post-meeting message.
 - b. Comp tickets
 - i. Suggested that we plan to purchase complimentary tickets for people who have assisted in the museum in significant capacity. Such as:
 - 1. Musters Tower owner and wife.
 - 2. Visit Raleigh, perhaps?
 - 3. Others?
- 2. Social event.
 - a. Henshaw has cancelled plans for a prospective spring social event.
 - b. Henshaw now considering an event aligned with September museum opening.
 - i. No training presently planned that day.
 - ii. Still assessing command staff interest for department-oriented event.
 - iii. One option is a "trucks day", where vintage fire, military, or other vehicles are invited.

New Business

- 1. Greater Raleigh Convention and Visitors Bureau
 - a. Henshaw held a meeting with them last week.
 - b. They visited the museum, and talked for over two-and-a-half hours about their organizations.
 - c. They've provided the museum with copies of their Visit Raleigh book.
 - i. Same has been displayed at the front table at the museum.
 - d. They'll mention/feature the museum in future editions of the book.
 - e. They will also assist with promoting the museum.
 - i. If we schedule special events, we should contact them.
 - ii. With sufficient notice, they may be able to further promote using their channels.
 - f. Most local museums don't reach out to them, so they're excited at our participation.
 - g. They conduct quarterly tours among their members, and visit various Raleigh sights.
 - i. They'd like to feature the fire museum on one of their quarterly tours.
 - h. They're also interested in using the museum as an "attraction" for visitors.
 - i. Meaning, visiting groups of people that might like to visit the fire museum as one of their group's planned activities.
 - ii. We're willing to accommodate, with time and resources permitting.
 - i. They also have a mailing list used to communicate activities.

- i. **Henshaw** will inquire and determine which communications the museum needs to receive and/or tune into.
- 2. Calendar for rest of year.
 - a. **Legeros** will create meeting schedule and museum staffing calendars for rest of year.
- 3. Digitizing videotapes.
 - a. New project by Legeros.
 - b. Using VHS > DVD converter loaned by Mizell.
 - c. Museum has possession of a dozen-plus VHS tapes found at admin and training.
 - d. Once converted to DVD, Legeros will see what can be extracted and posted on our YouTube page.
 - e. No time frame, may take many months.
- 4. Vintage news footage.
 - a. Legeros has also contacted WRAL, to inquire of available archive footage of famous fires.
 - b. First outreach on this front.
 - c. Hope to obtain copies and present at museum, or even on social media.
 - d. No time frame.

Old Business

- 1. Challenge coins update from Legeros:
 - a. Voting on designs underway, by museum staff and also from a few fire stations. Front side has a clear winner. Back side has a couple favorites.
 - b. Asst. Chief of Operations has been made aware of our project, in case word trickles up the chain. He is excited.
 - c. Fire Chief and command staff will be requested to review the final design and approve the project, before any further actions are taken.
 - d. Coin will be branded as a new RFD coin, but marketed as a fundraiser for RFM.
 - e. Points of sale can be:
 - i. Museum staff. Volunteers thus far:
 - 1. Chamblee at Sta 16
 - 2. Barefoot at Sta 20
 - 3. Mizell at Sta 8
 - 4. Rehbock at Sta 24
 - ii. Admin, training, if they'll consent
 - iii. Museum
 - iv. Special events.
 - f. Coins will be again sold on our web site.
 - i. But maybe after a couple weeks or month or two?
 - ii. We don't want to be immediately flooded, since fulfillment is also our responsibility.
 - iii. Chamblee has volunteered to again perform postal fulfillment.
 - g. If we get flooded, and dozens of sales arrive, we will punt and figure a new strategy.
 - i. Such as temporarily halting sales, or telling buyers that we're behind and it will take some weeks.
 - ii. Or even moving to a third-party fulfillment model.
 - h. Vendor will be same as used last time, All About Coins,
 - i. <http://www.allaboutchallengecoins.com>
 - i. Size? Several people have requested larger than last time.
 - i. Group compared the last coin (1.5 inches) with the next size (1.75 inches).
 - ii. Group agreed that the 1.75 size is desired.
 - j. Initial quantity?
 - i. Group discussed the initial amount to order, say 300 or 500.

- ii. Coins must be purchased at time of order.
 - iii. We could solicit advance orders/payments from troops, but that's probably too much overhead and money management.
 - iv. Reorders take seven to ten days. With such a short turnaround, no necessary need for over-large initial order.
 - v. How many coins maximum should be produced? We have discussed selling this coin for a couple years.
 - k. Purchase price? Probably \$4, for 300 or 500 quantity of seven colors on both sides. Little more if we add flair.
 - i. See <http://www.allaboutchallengecoins.com/pricing.html>
 - l. Sale price? Not discussed at meeting.
 - i. Presume same price as last coin, \$10.
 - ii. Easy number for making change.
 - m. Goal dates? Would be good to have coins by May 1, in time for selling at retiree luncheon at KTC that week.
 - i. Ordering by April 1 would probably get us there.
 - n. **Legeros** will work to finalize the design choice this week.
2. Challenge coin discussion.
- a. Group also discussed future coin projects, for project-based fundraising.
 - b. Concepts could include one coin for each antique.
 - i. Concept could duplicate Charlotte's concept, where a set of coins was sold, one for each antique.
 - ii. But sold individually, with each new coin offered only after last coin is sold out.
 - c. Or, coins could feature current apparatus. Squad, engine, rescue, etc.
 - d. Rehbock has researched coin projects in past, and offers such suggestions as:
 - i. Limited edition/quantity, to add value.
 - ii. Numbering of coins, to add value.
 - iii. Bid-based buying of numbered coins, for collectors who like to purchase particular numbered coins.
 - iv. **Rehbock** will collect all this thoughts on these, and submit as notes to staff.

Next Meeting:

Tuesday, April 7
 7:00 p.m.
 Location TBD

Attachments:

By laws revision (separate document)