

Raleigh Fire Museum

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raleighfiremuseum.org

Monthly Staff Meeting

Date: August 8, 2015

Time: 7:00 p.m.

Location: Museum

Present: Florio, Henshaw, Rehbock, Scott, Walters

Minutes Approval:

- 1) July 14, 2015

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,271.62
 - i. Expenses
 1. \$12.95 - QuickBooks monthly cost.
 2. \$203.18 - Sales tax on original quantity of 300 coins. Prepaying, to avoid future collection and payment, July.
 3. \$29.85 - Two sets of Mangel photo enlargements, for museum, and training center. 7/22.
 4. \$1,218 - Additional quantity of 300 challenge coins. 7/20.
 5. \$200 - Four ball tickets, comps for Amy McCall and guest, William Muster and guest – 7/13
 - ii. Income
 1. \$150 - Merchandise sales from museum. 7/17
 - b. Reserve funds (savings): \$ 3,954.02
 - c. Apparatus funds (savings): \$ 423.46
 - d. Coin funds (savings): \$ 855.15
 - i. \$200 – Withdrawal for change for Expo booth, 8/10
 - ii. \$250 – Deposit from sales, 7/21
 - e. Ball funds (savings): \$ 185.36
 - i. \$295.50 – Deposit from PayPal, 7/13.
 - ii. \$195.00 – Deposit from PayPal, 7/30.
 - iii. \$1500.00 – Transfer to checking to pay caterer deposit, 8/6.
- 2) Pending activity
 - a. Expense - \$1500 deposit to ball caterers, 8/6
 - b. Expense - \$26 or abouts – Four 8 ½ x 11 sign holders for Expo booth. 8/5
 - c. Expense - \$203.18 – Prepaid sales tax due in September, for second quantity of 300 coins.

Coin Business:

- 1) Second order of coins received, 300 quantity.
- 2) Rehbock now managing inventory and monies.
- 3) Legeros taking 300 coins to Expo for sales, will collect monies. (Rehbock not available during show for same.)
- 4) Coin sales on web site:
 - a. Rehbock (solo) or Rehbock and Chamblee (pair) now mail order fulfillment team.
 - b. Start selling after official unveiling.
 - c. Expanded advertising proposed in such channels as Fire Apparatus Journal magazine.
 - i. Coin should appeal to apparatus buffs.
 - ii. **Legeros** will inquire about FAJ rates and issue dates.
 - iii. **Henshaw** will inquire with Carolina Fire Rescue Journal.
- 5) Coin unveiling
 - a. New tiller should be delivered in five weeks.
 - b. Idea of a physical event, promoted to share both the new tiller and the new coins.
 - c. **Henshaw** to provide further ideas.
 - d. **Henshaw** requested to float idea among command staff, for consent of concept.
- 6) Coin sales with ball ticket purchases
 - a. Group discussed and approved.
 - b. Commence when online sales begin.
 - c. Utilize the "thank you" page that displays after ball tickets are purchased.
 - d. Provide link to coin ordering page. "Before you leave, would you like to purchase..."
 - e. Coin sales would be mail order delivery.
- 7) Coin sales at ball.
 - a. See below, for discussion therein.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, August 8 – "A" platoon
 - i. Staffing
 1. Legeros was primary.
 2. Rehbock detailed from Station 17.
 3. Walters assisted until about 12:30 p.m.
 4. Chamblee assisted until about 11:00 a.m., when John arrived.
 - ii. Report
 1. No RFD activities at center that day.
 2. Training pumper was parked at bathhouse, worked great for visitors.
 3. Eight visitors, mostly as adult with a child.
 4. One Swift Creek firefighter with young adult.
 5. One Apex fire explorer.
 6. Sold one coin.
 - b. Saturday, September 12 – "B" platoon
 - i. Staffing
 1. Florio as Primary.
 2. Secondary needed.
 3. **Legeros** will inquire if Boyette is interested.

- 2) Special events
 - a. History camps concluded with Parks and Recreation.
 - i. Legeros has contacted coordinator, requested attendance totals for our visitor log.

Apparatus Business:

- 1) **Henshaw** updates.
 - a. Relocation of any antiques from Station 28 on permanent hold.
 - b. Henshaw meeting with Chief of Services, beginning discussions in another month about our antique projects.
- 2) **Legeros** updates:
 - a. Tri-fold flyer created from idea by Antiques Committee.
 - b. Legeros created content, and committee had 200 copies printed.
 - c. They'll give quantity to museum, for display at Expo.
 - d. Remaining stock to be distributed to museum and Station 28.
 - e. Digital version of flyer added to museum web site,
<http://raleighfiremuseum.org/docs/antique-flyer.pdf>
Linked from home page and antiques page
<http://raleighfiremuseum.org/antiques/>
 - f. Price for museum to print additional quantities, if ever needed, using our vendor?
\$150 for 250, \$225 for 500. Or cheaper, even half, with coupons.

Fire Expo Business

- 1) Legeros updates.
 - a. Visitors
 - i. Guy Basden from Kinston fire museum coming on Friday to help.
 - ii. David Ricke from Kinston fire museum coming on Saturday to help.
 - iii. David Pruitt from Catawba County Fire Museum will be at show, hopes to help based on availability.
 - b. Staffing
 - i. Final schedule created.
 1. All Days – Legeros / Henshaw will handle setting up and breaking down.
 2. All Days – Legeros available to assist, at various times.
 3. Thursday night – Legeros and Henshaw staffing
 4. Friday – Vinny as primary, Walt as secondary. Plus Kinston fire museum person.
 5. Saturday – Walt as primary, Scott as secondary, plus Vinny and Jan as secondary at alternating times. Plus Kinston fire museum person and Dalmatian.
 - c. Merchandise Sales
 - i. Coins to be sold.
 - ii. **Legeros** will handle collecting and returning coins, from Rehbock and to Expo and back.
 - d. Logistics
 - i. **Legeros** handling logistics, including registration, payment, set-up, breakdown.
 - ii. Legeros will bring a laptop and monitor, for primary slideshow.
 - iii. Henshaw requested to bring laptop and monitor, for secondary slideshow.

Ball Business

- 1) Updates from Barefoot:
 - a. About 34 tickets sold thus far.
 - b. Withdrew \$1,500 from funds, to pay remaining deposit to decorator.
 - c. Another marketing push is pending, upon completion of posters (shown below.)
 - i. Group discussed that language should include something like “get your seats now, as there is a limited number of seats and tables.”
 - ii. In subsequent weeks, or later in September (or later), marketing can expand to include city employees and local fire service community.
 - d. Like the 2012 ball, they’ll create a full Incident Action Plan (IAP).
- 2) Updates from Henshaw:
 - a. Posters for fire stations about finished.
 - i. Project delayed due to abrupt change of designer resources.
 - ii. **Henshaw** anticipates completion within next week or two.
- 3) Updates from Legeros (POST-MEETING UPDATE):
 - a. Link to ball added on main fire museum web page.
 - b. This to prevent confusing, if people looking for tickets try the home page.
- 4) Discussion, decisions on museum participation at the ball.
 - a. Repeat “curtains of pictures” that people walk through, at the beginning, used in 2012? Negative. And didn’t necessarily work, since there was a flood of people entering the room. Versus having slow, staggered entry, where they could see the pics.
 - b. Display the four giant photo banners, used in 2012? Yes. But still only four, and not worry about adding more. We MIGHT remake one or two, with updated pictures.
 - c. Display some of the poster-sized historical prints, used in 2012? Yes. Probably use all of them. (They’re currently sitting on the floor or atop cases at the museum. Think there are six or seven.)
 - d. One suggestion was placing the poster (or banner) historical photos by the food and drink stations, to give people something to look at, while they wait.
 - e. Display any small artifacts or stuff, around the room? Negative. They get “swallowed up” by the room.
 - f. Have a booth where we sell coins? Unsure. One school of thought is “let them come to a party, without having to be pitched stuff.” Another school of thought is the obvious “well, since they’re there, and spending money.” Everyone laughed at the idea that a callback person could be used, that we could actually get one. Final decision was “keep this in our pocket.” Don’t necessarily announce it. But it we ended *with* a body, AND want to proceed, we can.
 - g. Selling coins with ticket purchase? Yes, and here’s how. We’re going to formally debut the coin in five weeks, when the new tiller arrives. At that time, we’ll make the coins available on the web site. For ball ticket buyers, there’s a “thank you” page that’s displayed. We’ll update that page to include “interested in buying a challenge coin?” That will take them to the online order page, where they can order one for postal shipping.
 - h. Slide show before/during the ball? Yes, either historical + present photos, or some smaller period of years/decades.

Old Business

- 1) Shirts.
 - a. Tim Henshaw distributed the newly arrived museum staff shirts.

- b. Fourteen were purchased, one ladies size and 13 men's sizes.
 - c. Four extras included, one each of men's sizes M, L, XL, XXL.
 - d. Distributed to people who have been working the museum, and will be working the expo: Chamblee, Barefoot, Harkey, Legeros, Henshaw, Rehbock, Walters, Scott, Florio.
 - e. Future shirts will be provided to others, as they participate in staffing.
 - f. Payment to vendor due for \$382.70.
 - g. Costs included \$40 embroidered set-up fee, and \$24 (or \$26 for XXL) cost per embroidered shirt.
 - h. The per-shirt cost will remain fixed, as long as we can give two- to four-weeks notice. If we need a shirt sooner, there's an added cost.
 - i. We can also change shirt or stitching colors, with no charge.
 - j. **Legeros** will send payment.
- 2) Logo update from Henshaw.
- a. Still in the works.
- 3) Human resources stuff
- a. Proposed application for volunteer participation.
 - 1. Shared last month.
 - 2. Staff requested to review over the next month.
 - 3. Group approved using this application.
 - 4. **Legeros** will figure out next steps.
 - b. Proposed vendor for providing background checks.
 - 1. CastleBranch.
 - 2. \$10.00 per check.
 - 3. Group approved using this service.
 - 4. **Legeros** will contact vendor and determine next steps.

Intern Updates

- 1) Bell display enhancements.
 - a) Measurements for replacement bell signage are 12 inches by 40 inches.
 - b) **Legeros** will create new signage, get quote from our sign vendor.
- 2) Spotlights
 - a) Overhead lights can be wired to power a pair of spotlights.
 - b) **Florio** will get estimates of hardware costs.
 - c) Group discussed approval process. Recommended asking if training staff can install our hardware, and offer to install ourselves if preferred.
- 3) Madison returning to school
 - a) This week is her last week in town.
 - b) She'd like to continue as a virtual participant, and is available for remote research projects.
 - c) She'd like to return next summer, as available.
 - d) Staff thanked Madison for her participation and enthusiasm.
 - e) She brought cookies and thanked staff for the opportunity.

Next Meeting:

Tuesday, September 8

(Note: First business work day after Labor Day holiday on Monday)

"C" platoon

Location Station 16

7:00 p.m.