

By-Laws Committee Meeting

November 23, 2009 at Station 17

Gary Amato
Mike Legeros
Alan Walters

Absent: Tim Henshaw

Also present: Andy Woodall.

The purpose of this meeting was to finalize the by-laws and incorporation documents, and discuss related matters.

By-Laws:

- Article III, Membership. There was a discussion on Section 1, which currently reads “The society shall be composed of Active, Retired, Student, Explorer, Public, Business or Organization, Advisory and Honorary members” and in the context of the membership levels shown in Section 3, which list Individual, Family, Business/Entity, Lifetime.” It was decided to change the categories in Section 1 to match the membership levels in Section 3.
- There was a discussion about dues, in the context of the language of Section 2 and Section 3. What will members receive, when they pay dues? What is the incentive for people to pay dues, to join? Should they receive something small, such as, say, a t-shirt? Should the historical society simply ask for dues based on good faith, and with the promise that the money is being banked for future historical preservation and display efforts? It was decided to discuss further, including creating a “sales pitch” for soliciting dues. And to consider combining such a pitch with an announcement of the classroom trailer, as the first historical society display space. (See Other below.)
- The by-laws were revised, and adopted.

Articles of Incorporation:

- Article VI, Incorporators. There was a discussion on who should be listed, in addition to the officers? It was decided to list the attendees of the kick-off meetings in early 2009.
- The articles were revised, and adopted.

Legal Actions:

- The group discussed options for legal assistance.
- Tim Henshaw has suggested a legal firm that he has worked with, and which wishes to offer a free consultation to the historical society. Questions were raised about Tim’s relationship to the firm, notably:
 - What was the specific work that they performed?
 - Does he have any personal relationship with the firm?
- Chief Walters has suggested the web service Legal Zoom, for finalizing the documents. Andy Woodall described his experience with Legal Zoom, and that they took his papers

and returned a “book” that was ready for filing, an embossed stamp, and a “starter kit” of materials: stationary, letterhead, membership cards, etc.

- It was decided to determine the cost for both services, so their fees can be directly compared.
- The timeframe for the state to complete incorporation filings is believed between three and five months. This time of year is their busiest.
- The combined cost for preparing and filing documents is around \$1,200. There's also a filing fee increase, based on expected income levels of the corporation.
- The group also discussed the need for liability insurance, and in the context of events in physical space. If activities are done on city property, the city's insurance likely covers.
- The group also discussed sales tax in relation to selling items, and what has to be reported for tax purposes. Sponsorship levels were also discussed, which do not require collection of taxes.
- **Actions:**
 - **Tim Henshaw, please inquire of fees from firm.**
 - **Mike Legeros, please inquire of fees from Legal Zoom.**

Other:

- Mike Legeros showed a draft of a “what’s happening with the historical society” message to be sent to all personnel, plus retirees. A copy of this message is included below. **Actions: Mike Legeros, send message to Chief Walters, to send to all personnel. Also send to retirees via e-mail.**
- Chief Walters and Mike Legeros shared the latest information about a classroom trailer at the Keeter Training Center being investigated for use as a historical display room. A trailer will be made available to the historical society after the New Year. The space is about 24 by 36 feet, and has been envisioned as a room with perhaps floor display cases and wall hangings, such as photos and small equipment. **Actions:**
 - **Meet and/or discuss announcement to personnel, and in conjunction with solicitation for dues.** (See By-Laws above).
 - **Determine next steps for configuring/utilizing classroom trailer.**
- Mike Legeros shared a discussion with Tim Henshaw, about swapping the titles of President (Henshaw) and Secretary/Treasurer (Henshaw). Both Legeros and Henshaw have agreed to this change. Legeros will also continue taking notes and recording items, to assist Henshaw in the Secretary role. **Actions: Mike Legeros, update all documents.**
- The question was raised “what’s happening with logo design?” Mike Legeros will inquire of Jeff Harkey, who was working on same. The group discussed logo treatments, including gold-leaf scrawl to resemble what appears on the city’s fire apparatus, and a version of the steamer artwork that appeared on the recent yearbook cover. Andy Woodall recommended the NCFFF patch as an example of a gold-leaf treatment in embroidered form. **Actions: Mike Legeros, request updated from Jeff Harkey.**

Announcement:

Raleigh Fire Department Historical Society

Fall 2009 Assessment

Hello everyone. Here’s what’s happening with the historical society project. Chief Walters and Mike Legeros

continue leading a variety related activities. Though things slowed down a bit during the summer, action is building into the fall. Below is a list of activities in progress, and some of the people involved. More help is always needed, and drop Chief Walters a note at any time, to learn more, or offer to help.

Web Site

Meeting minutes and other notes and documents are available at www.raleighfirehistory.org

Recent Activity

By-Laws

Committee of Walters, Legeros, Henshaw, Amato

- Final edits of both by-laws and articles of incorporation documents underway.
- Temporary officers of President (Legeros), Vice President (Walters), and Secretary/Treasurer (Henshaw) appointed.
- Legal services to be enlisted and documents to be filed.
- Next step is probably working toward creating a business plan.

Storage Space

Committee of Walters and Legeros

- Upstairs storage room at Station 23 now serving as historical society storage space, and the first RFD archives.
- Bookshelves acquired from Fire Prevention were wall-mounted by 23B crew. Thanks for their ongoing help!
- Additional shelves, materials, and improvements under consideration.
- Organization of storage space is ongoing, with contents being evaluated, sorted, and stored.
- See also **Archives** below.

Display Space

No committee at this time

- Walters and Legeros are contacts for Public Safety Center architects, who are planning a lobby historical display area for fire, police, and communications. No news to report since Walters and Legeros provided the architects with photos and measurements of sample artifacts many months ago.
- RFD command staff has discussed the feasibility of utilizing classroom trailer space at Keeter Training Center for a historical display area. KTC staff is investigating. Here are pictures of a "history room" at Fayetteville Station 2, that show a good example of what can be done in just one room:
<http://www.flickr.com/photos/legeros/sets/72157600645762567/>

Inventory

Committee of Legeros, Ray, Rieves.

- Inventory of all artifacts and records, at all fire department facilities is slowly underway.
- Rieves performing per-station assessments while performing light duty activities.

Acquisitions

Committee of Legeros and Ray.

- Legeros and Ray have discussed ideas for process and policies related to acquiring items for historical society, notably from retirees.
- Next step is drafting processes and policies.
- Future step is soliciting retirees and other interested parties for items.

Archives

Newly identified need

Legeros serving as de facto RFD archivist.

- Begin separating hardware artifacts from paper materials, such as logs, reports, and photos.
- Sort, organize, inventory archive materials presently stored at Station 23.

- Find and inventory archive materials stored elsewhere.
- Log books collected so far: Stations 1, 2, 3, 5, 10, 12, 20.
- Other logs in process of being brought to Station 23 by Walters.

Yearbook in 2012

Committee of Meier and Legeros

- Drafted early ideas for scope/outline of yearbook.
- Drafted plan for recruiting yearbook committee.
- Goal to begin recruiting for committee in January 2010.

Networking

We've made contact with, or learned of FD historical societies in Warrenton, Wilmington, and Winston-Salem. We've also heard that the state firemen's association might be looking into creating an organization for purposes that include historical goals.

Other Things

- The 1870 alarm bell is now stored in a classroom on the ground floor of the Keeter Training Center.
- Legeros continues to visit and photograph fire museums, both in and out of state. His photos are collected at www.flickr.com/legeros and provide a variety of perspectives on displaying historical items.
- Legeros remains available to deliver RFD history talks on a per-battalion or multi-station basis. Just drop him a line. The talk takes between 60 and 90 minutes, and requires a projector.
- Pending/future items include:
 - 2012 anniversary event planning, and committee organization therein.
 - Active member & retiree outreach.
 - Antique apparatus, and historical society actions/assistance therein.
 - Fundraising, and processes and objectives therein.
 - Outside/non-RFD participation, and solicitation therein.
 - Photo removal and reprinting of vintage photos on walls in RFD facilities. Reprinting permits the originals to be better secured and protected.
 - State Convention booth in 2010, 2011, or 2012?