

Raleigh Fire Department Historical Society

Meeting Minutes

June 29, 2010, 7:30 p.m.

Fire Station 17

Attendees:

- Gary Amato
- Tim Henshaw
- Mike Legeros

New Business from President:

- 1) Federal non-profit status application. Legal Zoom is preparing our application, and they have returned some specific questions.
 - A) Directors and Officers – Legal Zoom requests and names, addresses, and compensation for three directors, in addition to the three officers already specified. They note that officers may also serve as directors.
 - i. Discussions
 - ii. What does a Director do? Legeros refers to documents recently provided to him by the Wake County Historical Society ([see copies](#)), their By Laws and their Standing Rules and Procedures.
 - iii. “The Board of Directors shall conduct the Society’s business in between the Society’s regular meetings.”
 - iv. Simple definition, Directors conduct the business of RFDHS.
 - v. What is the role then of officers? The Wake County HS documents ([see copies](#)) also define duties for President, Vice-President, etc. RFDHS can adopt similar language, as guidelines for roles and responsibilities of officers.

- vi. Naming Directors. For simplicity, it is agreed to name the present three Officers as also Directors. President Legeros, Vice President Walters, Secretary/Treasurer Henshaw.
- vii. Legeros also notes that the adopted RFDHS by-laws are lengthy, and could be both simplified and split into a second Standing Rules document, in the style of the Wake County HS documents ([see copies](#)).
- viii. Group agrees to split By Laws into two documents: By Laws and Standing Rules and Procedures. **Legeros takes action item to create draft.**

B) Legal Zoom recommends that RFDHS have an adopted Conflict of Interest policy.

- ix. Legeros created one, based on IRS template document ([see copy](#)).
- x. **Henshaw takes action item to review and provide comments to officers**, if document contains any concerns.
- xi. RFDHS to adopt if okay.

C) Legal Zoom also asked for a completed budget expense sheet.

- xii. Expense sheet as submitted shows incorporation and federal non-profit status expenses.
- xiii. Legal Zoom says the expense sheet also needs to show income, and with a resulting yearly balance that is near zero.
- xiv. Legal will add income to the expense sheet, showing seed money that RFDHS started with, \$1062.56.
- xv. **Legeros has action item to respond to questions from Legal Zoom.**

2) Walters and Legeros recently discussed the need for a bank account.

- i. Group discussed banking options, and concluded State Employees Credit Union is best option to pursue.
- ii. **Legeros takes action to inquire about the steps for opening an account, and proceed with execution.**

- iii. Each person to be given access to the account may need to be present, when the account is opened.
- iv. Fees for the account will be \$1 per month.

Old Business

The group briefly discussed some of the old business and other pending items of RFDHS. They included:

3) Chappell estate money

- i. Henshaw recalls that the Chappell estate inquired (again) of RFD, in 2006, of an amount of money to be donated for steamer restoration.
- ii. Legeros and Amato are working with Walters to investigate the current disposition of these funds, which were not believed to be accepted by RFD.
- iii. The group discussed the ability of RFDHS to serve as a donation-acceptance agency for RFD. The only recipient at present for donations to RFD is a local chapter of a state children's burn fund.
- iv. At a future time, RFDHS can inform the RFD administrative assistants to redirect inquires about and monies for donations to RFDHS.

4) Collecting donated artifacts

- i. RFDHS has donation form, created by Legeros and Ray. Form may need additional language, to inform donors of what happens if RFDHS disbands or a museum fails.
- ii. Process TBD for each step of donation process.
- iii. Donations could perhaps be accepted at the four Battalion Chief fire stations. That would give four drop-off points. And also perhaps Station 1 as well.
- iv. Discussion, etc.

5) Suggestions for enabling personnel access to history trailer

- i. Amato notes that some personnel have expressed to him a desire to help with outfitting and furnishing the trailer. Direct them to Chief Walters, who is supervising the trailer project.
- ii. Discussion, etc.

6) RFDHS archives

- i. Shelving is being constructed at Station 23, where artifacts and records are stored.
- ii. Inventory needed of both Station 23 contents, and history trailer.
- iii. Light-duty personnel likely available for inventory purposes.
- iv. History trailer inventory can serve as test case, to determine the exact parameters and types of information to record, so a definitive format for recording all items can be determined.
- v. Discussion, etc.