

Raleigh Fire Department Historical Society

Meeting Minutes

Approved October 20, 2010

September 14, 2010

History Trailer, Keeter Training Center

Attendees

- Alan Walters
- David Barefoot
- Gary Amato
- Jan Chamblee
- Mike Legeros
- Tim Henshaw

Old Business

1. Group reviewed ideas on fundraising from Virtual Meeting.

New Business

1. The purpose of the meeting was fundraising, and to brainstorm and decide upon action steps for getting money for the historical society. In the very short-term, the most notable expenses are display cases for the history trailer. They are needed to better secure the artifacts, and which is needed in conjunction with making the trailer more accessible to personnel.
2. One of the first questions asked was “what are our expenses?” The group discussed estimated their immediate and short-term expenses as including the following, which Mike Legeros wrote on the white board:

- | | |
|--------------|--------------|
| 1. Cases | \$1000-1200 |
| 2. Insurance | \$750-1000 ? |

3. Upfront money for making products to be sold	varies
4. Per event food/drink costs	\$500?
5. Tax preparation	\$0? \$50-100?
6. Photos for walls \$10-20 per, reprint + store-bought frame	\$200 total ?

2. Justification for the expenses was discussed:

- a) Display cases are needed for the trailer, to fully secure the contents of the trailer.
- b) Insurance is needed to protect against liability, for any events conducted off city property.
- c) Seed money is needed for any products to be produced for selling. The seed money would be recouped after sales.
- d) Food and drinks are a likely component of publicity or fundraising events.
- e) Tax preparation is required each year, however the form may be simple enough for anyone to complete during our first year(s) of operation.
- f) Photos for the walls of the trailer have been repeated mentioned. The expense estimates cost of printing and store-bought frames.

3. The group discussed several options and types of fundraising:

- a) Adding RFDHS to the charities that can selected by city personnel (?) during donation times, such as what Barry's Café has.
 - I. **David Barefoot** took action item to investigate process/procedure for combined campaigns.
 - II. **Mike Legeros** took action item to assist David as requested.
- b) Adding a clear box to the trailer, for cash donations.

- I. **Mike Legeros** took action item to ask around at work if anyone has one unused, and ask Chief McLaurin about building one.
 - c) Producing and selling products, such as t-shirts or coins.
 - d) Producing and selling membership cards, and possibly in conjunction with membership levels.
 - I. Group decided to pursue as January 2011 fundraiser.
 - II. **Everyone** took action item to form ideas on card design, and membership levels, for discussion and decision in October and
 - e) Extended discussion on the feasibility and implementation of a three-day, A/B/C shift barbecue sale, where RFDHS sponsored cooking and delivery of meals.
 - I. Scheduling
 - II. Logistics of people to cook, delivering food
 - III. Amount to charge, amount of profit likely to be made.
 - f) Simply asking personnel for donations.
 - I. Given the likely smaller amount (hundreds) to be made from a labor-intensive BBQ sale, the group decided to try simple solicitation to start.
 - II. Action plan for soliciting and collection donations from personnel was created. See below.
 - III. **Chief Walters** took action item to get command staff approval.
 - IV. **Mike Legeros** took action item to draft both the plan, and PR messages and send to RFDHS members.
4. The group also discussed options for awareness and public relations:
 - a) Extended discussion on means and ways to let personnel visit the trailer.
 - b) Opening the trailer on designated weekend days or mornings was discussed.
 - c) The group decided that the best immediate strategy is asking EMT instructors to add a ten-minute trailer tour, for all personnel attending EMT classes.

- d) **Mike Legeros** took action item to contact Brian Sherrill, to float the idea.
 - e) **Gary Amato** took action item to mention to Bart Travis, an EMT instructor, so he can spread the word.
5. Designating Station 3 as a historic property was discussed.
- a) Questions were posed about placing the building on a historic registry.
 - b) How many historic registries does it qualify for?
 - c) What are the procedures for registration?
 - d) What protection is afforded the structure, if listed?
 - e) **Mike Legeros** took action item to research at future time.
6. Selling bricks with donor names discussed as another fundraising opportunity.
- a) Think about as future/long-term item.

for next meeting,

Action items for next meeting, as noted above:

- Amato, talk to Bart Travis about EMT trainers showing trailer
- Barefoot, inquire on process for combined contribution campaigns
- Henshaw, work on banking, and collecting money for fundraiser at Training, Services, Prevention
- Legeros, find a clear plastic donation box, or ask Bumpy building one
- Legeros, talk with Brian Sherrill about EMT trainers showing trailer
- Legeros, write first-draft of PR communication on fundraiser
- Walters, get command staff approval for fundraiser
- Everyone, work on ideas for membership cards, and bring to next meeting.

Upcoming meetings:

- October 20, 7:30 p.m., Thursday, C shift, Keeter Training Center
- November 16, 7:30 p.m., Tuesday, _ shift, Keeter Training Center

Fundraiser Action Plan

Version 1.1

PR Materials

- Communication to all personnel
- Who, what, why is the historical society
- Our need for money, our initial expenses
- The trailer, the need for cases, the plans for access
- What's next, what's next year, what's long term.
- Who, what, why, where, when of historical society
- Our need for talent, and more people

September

- Chief Walters obtains approval from command Staff
- Mike Legeros compiles first draft of PR materials
- Historical society members receive first draft of PR materials by Sep. 21.
- Historical society members receive second draft of PR materials by Sep. 28.

October

- PR materials completed
- Solicitation of shift personnel on first day of last cycle
- Collection from shift personnel on last day of last cycle
- Solicitation and collection from Administration, Services, Training by Tim Henshaw

	A shift	B shift	C shift
First day of cycle Division Chief (or delegate) sends	Oct 23	Oct 26	Oct 29

note to shift personnel, as well as instruction for collection			
Last day of cycle Battalion Chiefs collect money from shift personnel	Oct 27	Oct 30	Nov 2