

# **Raleigh Fire Department Historical Society Meeting Minutes**

**Date:** February 7, 2011

**Time:** 7:00 p.m.

**Location:** Museum Trailer

**Meeting Opening:** Legeros opened meeting

**Minutes Approval:** Approved as written

- 1) Minutes from January 17, 2011 approved as written.

## **Budget Report:**

- 1) We have \$598.91 in our credit union accounts.
  - a. We received \$1,473 from personnel during October 2010 fundraiser.
  - b. Trailer expenses have totaled \$1,419 to date.
- 2) Tax reporting is due.
  - a. Legeros will complete Form 990-N, which is a postcard.

## **Old Business:**

- 1) Meeting Schedule
  - a. Schedule for this year was established at prior meeting.
  - b. First Monday of the month.
  - c. Alternates between business meetings and work sessions.
  - d. Legeros asked if we want to specify the locations through the end of the year, so both the dates and locations can be published or promoted as necessary.
  - e. Decision to continue meeting at Museum Trailer for next couple months.
  - f. Discuss meeting locations again this summer.
  - g. Desire to alternate between Museum Trailer and Station 28 in longer term.
- 2) Memberships
  - a. Group discussed what's happening with memberships.
  - b. Membership dues were decided in last meeting as \$24 per year for everyone except retirees, which are \$18 per year.
  - c. See notes from last minutes for details on decisions and action items on memberships.
- 3) Museum Trailer
  - a. The furnishings and displays inside the trailer are nearly finished.
  - b. Group discussed text display options for bell display on inside of curved wall.

- c. Group discussed other display aspects.
  - i. Labels on artifacts inside of cabinets.
  - ii. Captions on hanging pictures.
  - iii. Include date, address, and even people pictures.
- d. Unused building materials to be transported to Station 23.
- e. Three of five wheeled chemical extinguishers to be transported to Station 28.
- f. Lighting discussed
  - i. Track lighting could be installed and fairly cheaply.
  - ii. UV light reduction covers for fluorescent tubes needed.

**Other Business:**

- 1) We paid \$35 to join the Fire Museum Network this year.
  - a. They conducted the fire museum seminar that Legeros and Walters attended in the fall.
  - b. We received our membership packet today, which includes a three-ring binder of resource information.
  - c. Packet includes a certificate saying RFDHS is a member in good standing.
  - d. Walters suggested that the certificate could be framed and displayed in the museum trailer.
  - e. Legeros will store packet and its information with other RFDHS files.
- 2) Wall asked if retirees have been solicited to contribute artifacts.
  - a. Legeros answered that a formal solicitation is planned, including RFD widows.
  - b. Legeros has done some promotion and solicitation including through the newsletter and fliers at the retiree Christmas party.
- 3) Wall asked if records are being kept of who has donated what.
  - a. Yes, though only a couple people have donated items so far.
  - b. Formal donation form has been created.
  - c. Inventory of all items in RFDHS possession recently completed.
  - d. Inventory recorded in spreadsheet. Also, photos taken of each item.
- 4) Group discussed better way to track action items, and ensure that tasks stay on schedule, and people can get assistance if they need same.

**Action items next meeting:**

- 1) None recorded.

**Meeting Closing:**

- 1) Closed by group.

**In Attendance:**

- 1) Walters, Legeros, Barefoot, Wall, Henshaw

**Next Meeting:**

- 1) Next regular scheduled meeting is first Monday of March.  
March 7, 2010, at 7:00 p.m.  
Museum trailer at training center