

Raleigh Fire Department Historical Society Meeting Minutes

Date: March 7, 2011

Time: 7:00 p.m.

Location: Museum Trailer

Meeting Opening: Legeros opened meeting.

Minutes Approval: Action not completed.

Budget Report:

- 1) Estimated \$250 dollars in credit union account. All monies donated by personnel during last year's fundraiser were used for the trailer.
- 2) Exact total not available due to incoming receipts, for remaining trailer expense reimbursements.
- 3) Spending freeze recommended for trailer and other expenses.

Old Business:

- 1) Membership Drive.
 - a. What deliverables are needed to be completed, to be offered as items included with membership?
 - i. Group discussed each item.
 - ii. Owners were assigned for each item.
 - b. Certificate
 - i. To be based on Old Dominion Historical Fire Society.
 - ii. Henshaw will get his copy to Walters, who will get to Legeros.
 - iii. Legeros will commence working on a modified design.
 - iv. Legeros will research printing costs.
 - c. Tee Shirt
 - i. Pocket emblem to be based on Fire Museum Network logo.
 1. Incorporate RFD golf leaf scrawl if possible.
 2. Incorporate different/better steamer graphic if possible.
 - ii. Legeros willing to create first version of graphic.
 1. He'll see if Harkey is available to assist.
 2. Henshaw knows of another graphic designer who might be willing to assist.
 3. Henshaw will contact a couple artists this week, to see if they are willing to offer their services for free, or at reduced rates.
 - iii. Group discussed type of shirt, color, cost.
 1. Set-up cost will be incurred.

2. Suggestion that the core group might be willing to fund the set-up and initial small run of shirts.
 3. Group decided one-color and low/base quality is desired.
 4. Walters has a t-shirt source in Wake Forest he recommends.
 5. His source also has a graphic designer available.
 6. Henshaw will get quotes on t-shirts for starters.
- d. Membership Card
 - i. Group discussed cost and quality.
 - ii. Business card/heavy card stock desired, for lower cost.
 - iii. Design to incorporate same logo as t-shirt.
 - iv. Legeros will research costs of print.
 - v. Design to be simple. Logo, place to write name, place to sign, etc.
 - e. Form Letter
 - i. Desired to be printed with letterhead.
 - ii. Could be fancy printed letterhead, or on-demand printed.
 - iii. Legeros will research costs of letterhead paper.
 - iv. Letter to contain language of appreciation, our 501c(3) information, etc.
- 2) Tee Shirt For Sale
 - a. This is a second tee shirt project, creating a higher-quality tee shirt for selling.
 - b. Chamblee is leading design process.
 - c. Design to use/ be based on drawing of Chamblee, showing the 1905 steamer, the 1926 pumper, and 1950 pumper.
 - d. Legeros and Chamblee and others planning to take pictures of apparatus this weekend, to produce more accurate drawing based on photo.
 - e. Group discussed logistics of shooting and scheduling.

New Business:

- 1) Branding of Museum
 - a. Issue was raised of what to call the trailer. The brand name.
 - b. Group discussed the need for a recognizable and shorter-worded brand name.
 - c. Raleigh Fire Museum proposed for future consideration.
 - d. Group asked to think about and decide at a later time.
- 2) Branding of Historical Society
 - a. Group discussed how all of our materials should have the same name and mission statement or slogan, e.g. "Preserving yesterday for tomorrow."
- 3) Trailer Opening
 - a. Group discussed when the trailer will be ready to "open" or at least start showing people.

- b. April 1 is presumed as date that EMT classes will resume.
 - i. Personnel will be shown trailer at breaks or after class.
 - ii. Walters will visit on off-dutys, to show trailer.
 - c. May 1 decided as date or general time period for a grand opening, to invite command staff and maybe city officials.
 - d. Publicity ideas were discussed.
 - i. Between FireNews and legeros.com, the fire service community will be well-informed initially.
 - ii. Raleigh Public Affairs can be utilized.
 - iii. Additional media avenues can be explored.
- 4) FireWatch segment
- a. Ron Campbell to shoot a FireWatch segment in April, at both the trailer and at Station 28.
 - b. It will not air until May, which will be good timing for a trailing opening.
- 5) Trailer open house
- a. Group proposed an open house event in April/May.
- 6) Retiree lunch presence
- a. Suggestion to have historical society presence at the April 7 retiree lunch at Station 26.
 - b. Group decided best format is probably a table display of some sort, for retirees to look at as desired.
- 7) Fallen firefighters weekend
- a. Suggestion to open the trailer for attendees of the Fallen Firefighters Foundation Memorial services, which are scheduled for the first weekend in May.
 - b. Tours could be conducted late Friday afternoon, before the Friday night dinner.
 - c. Legeros will contact John Rehbock, who is the current contact for RFD and NCFFF, to see if they are interested.
- 8) Other events
- a. Group discussed potential of adding trailer tour to the Saturday trolley tours conducted by Parks and Recreation.
 - b. Group discussed desirability of having trailer tours as part of the Fire Expo events in August.
- 9) Media
- a. Suggestion creating a modern version of the 1950 film footage, showing the same activities-- sliding down the pole, raising the ladder, etc.

- b. Discussion of what media to display on screens in trailer, when visitors are there.
 - i. Show old film footage on right-corner screen.
 - ii. Show slide show of historical pictures on left-side screen.
 - 1. Instructions needed to be written/printed, for both.

Action items for next meeting:

- 1) Membership tasks
 - a. Have certificate design created.
 - b. Have t-shirt design created.
 - c. Have membership card design.
 - d. Have prices for t-shirts.
 - e. Have prices for membership cards, certificates, and form letters.

Meeting Closing: Everyone started doing other stuff.

In Attendance: Chamblee, Wall, Barefoot, Walters, Legeros, Henshaw

Upcoming Meetings: Monday, April 4, 2011. 7:00 p.m. at museum trailer.