

**Date:** January 9, 2012

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

**Location:** Raleigh Fire Museum

**Attending:** Walters, Barefoot, Chamblee, Wall, Legeros

**Minutes Approval:**

- 1) December 5

**Budget Report:**

- 1) Historical society funds (checking): \$2,592.98
- 2) Centennial funds (savings): \$2,106,48

**Old Business:**

**1) Membership drive**

a. Notes:

- i. Chamblee is the project leader for collecting membership forms, depositing membership monies, and the fulfillment process.

b. Questions:

- i. How many memberships sold so far?

1. About 120.

- ii. How's the response from personnel?

1. Good response.

2. Legeros had good "bull session" at Station 1, with a half-hour of general discussion and questions about historical stuff.

3. **Action:** Legeros will add printable membership form to web site, for people want to print one.

4. **Action:** Walters has a pair of "B" platoon talks to give at Station 2 and Station 3.

- iii. What questions have been raised by personnel?

1. Do you have a budget that you can share?

- a. It's in the works.

2. Do you have your spending priorities listed, and what monies are going to first, second, third?

- a. It's in the works.

3. Can the general public join?

- a. Yes, at a future time.

- b. The next groups of people to solicit will probably be a slowly expanding circle:

- i. Retirees

- ii. Explorers
  - iii. City employees
  - iv. Etc.
- 4. Are you doing other membership drives, to other groups of people?
  - a. See above.
- 5. When does RFDHS conduct its business meetings?
  - a. First Monday of each month, in the evening, rotating locations.
  - b. See web site for schedule.
- 6. Are those meetings open to anyone?
  - a. Yes. They are public meetings.
- 7. Is this city / can the city contribute money?
  - a. Maybe, perhaps in the future.
  - b. RFDHS and the museum is not presently a budget item.
- 8. Is RFD / the city refusing to contribute money?
  - a. Negative.
  - b. Neither has been approached or asked.
  - c. RFDHS has been operating as an independent financial entity to start.
- c. Actions Needed:
  - i. Communication to department
    - 1. Department-wide e-mail / message is probably good, at some soon point.
      - a. **Action:** Legeros to send per-platoon message to Barefoot.
      - b. **Action:** Barefoot to draft department-wide e-mail.
  - ii. Entering membership information into spreadsheet/database.
    - 1. Started, majority completed.
  - iii. Error-checking entered information.
    - 1. **Action:** Legeros will help Chamblee error-check entered information.
  - iv. Order first set of shirts.
    - 1. Who will collect list of quantity/sizes?
      - a. **Action:** Chamblee.
    - 2. Who will place order?
      - a. **Action:** Chamblee/Henshaw.
    - 3. Who will collect shirts from vendor?
      - a. **Action:** Henshaw
    - 4. Where will shirts be stored?
      - a. Station 23.
    - 5. Notes
      - a. Shirt specs communicated to Henshaw in prior meeting.
  - v. Start fulfillment planning
    - 1. Certificates
      - a. **Action:** Legeros will design new certificate, with new name.

- b. **Action:** Legeros will order more parchment paper.
  - c. **Action:** Legeros will have 100 certificates printed.
  - d. **Action:** Legeros will investigate using a computer template for “signing” signatures in a script.
  - e. The other authorized signature and the date will be signed by any RFDHS member.
- 2. Membership cards
    - a. **Action:** Legeros will design new cards, with new name.
    - b. **Action:** Legeros will order new cards.
  - 3. Envelopes
    - a. **Action:** Chamblee will purchase a quantity of manila envelopes for use when delivering certificates and cards.
    - b. Station 23-B will perform stuffing of envelopes.
    - c. Envelopes and other materials will be stored at Station 23.
  - 4. Fulfillment Process
    - a. **Action:** Chamblee will create a schedule/plan.
    - b. Each original station presenter will take their materials to the meeting station, for further distribution.

## 2) Name change for historical society

- a. We have received input from a number of people that a name that omits “Raleigh Fire Department” could be beneficial.
- b. Group discussed suggested names and voted on “The Fire Museum of Raleigh.”
- c. **Action:** Walters will get approval of name change from Fire Chief.
- d. Upon approval, these actions will be done:
  - i. **Action:** Chamblee and Henshaw will inform t-shirt designer of new name.
  - ii. **Action:** Legeros (or Henshaw) will rewrite Articles of Incorporate with new name.
  - iii. **Action:** Legeros (or Henshaw) will file document with state.
  - iv. **Action:** Legeros (or Henshaw) will notify IRS of new name.
  - v. **Action:** Legeros will begin drafting notices to communicate new name.
  - vi. **Action:** Legeros will update web pages, letterhead, etc.

## 3) Centennial updates

- a. Walters provided update on Centennial plans.
- b. Centennial plans to be featured in full-page article in January RFD newsletter.
- c. Retiree luncheon to be repurposed as Retiree History Day, scheduled in April, held at museum/training center.
- d. Legeros inquired in December about using the city-wide private employee web site for announcements or promotions. Awaiting response from RFD PIO.
- e. Coin sales continuing.
- f. **Action:** Legeros will contact Chief Poole and Chief McLaurin, to ensure their personal monies are reimbursed for initial coin expenses.

## 4) Hose reel wheels

- a. Taken to PA by a firefighter.
- b. To be picked up by Tim Duke.
- c. Estimated cost around \$400 or \$500.
- d. Will require subsequent painting, likely by Duke.

**5) Left over action items**

- a. December: Legeros will inquire of Raleigh City Museum if we could display a poster in their lobby for the museum, such as a smaller version of the one created for Fire Prevention Week.
- b. December: Legeros will send around schedule with first couple months of 2012, for people to volunteer staffing.
- c. December: Legeros will look into submitting story suggestions to Our State Magazine and the PBS local history TV show.

**New Business:**

**1) Thank you letters**

- a. Legeros has started drafting and sending thank you letters, for
  - i. Monetary donations
  - ii. Goods and services donations

**2) Coin fulfillment transfer**

- a. What are plans for coin fulfillment duties, upon Walters retirement in May?
- b. Chamblee will take over.

**3) Financial transfer**

- a. Legeros to Henshaw.
- b. In progress.

**4) Need for new postal address**

- a. Henshaw reports that some of our mail is getting delayed in the city mail system.
- b. Might be good time to purchase and start using a P.O. box.
- c. Group discussed possible locations.
- d. Group voted on North Hills Station as desired location, which is near city center.
- e. **Action:** Legeros (or Henshaw) will investigate and commence obtaining if available.

**5) Fire museum stuff**

- a. January museum staffing
  - i. Legeros and Wall staffing.
- b. Upcoming museum staffing
  - i. Legeros has action item from December meeting to create a schedule for upcoming dates, and send around for people to sign up.
- c. Legeros and Walters have been in contact with an NCSU professor and architect who have his class this semester work on a project to design a fire museum for Raleigh.
- d. Special events for 2012.
  - i. Legeros has proposed and promoted that the museum will conduct some special programs this year, for the centennial.

- ii. Suggestions/ideas:
    1. Group discussed ideas for special events in 2012.
    2. RFD history presentation by Legeros, using classroom.
    3. Retiree/public “bring your photo” or “bring your artifact” day.
    4. Best time to start planning or promoting these events is probably in the spring, or around the time that the Birthday Party is being announced.
    5. Dates and plans still pending.
    6. **Action:** Legeros will talk with Capt. Amato about having a couple Station 28 antique tours there.
  - e. Artifacts / Displays / Space Needs
    - i. We have received a yellow haz-mat jumpsuit, which has been added.
    - ii. Surplus display cases are available from a biker store on Glenwood Avenue.
      1. Group voted to purchase three, for \$100 each.
      2. **Action:** Walters will make deposit on same.
      3. **Action:** Walters will oversee moving cases to museum.
    - iii. Group discussed other ideas or needs for museum space.
      1. **Action:** Legeros will look up price for florescent light UV protection tubes.
- 6) **Future tasks** - Legeros mentioned some of the various projects to be done/resumed at some point:
1. Inventory and tagging of recently acquired museum items.
  2. Audit of museum inventory.
  3. Artifact acquisition records/receipts.
  4. Filing/organizing/auditing acquisition records/receipts.
  5. Spine labels of log books.
  6. Book/storage shelf construction completion at Station 23.
  7. Locked storage/section space at Station 23.
  8. Etc.

## 7) By-law revisions

- a. Group reviewed proposed by-laws revisions.
- b. Notable changes included:
  - i. Updating membership categories, costs, and eligibilities.
  - ii. Removed two consecutive term limit for officers.
  - iii. Removed actions related to Federation of North Carolina Historical Societies.
  - iv. Removed article about appointing annual fire department liaison.
  - v. Remove all articles and appendixes about collections.
- c. Group proposed further changes, including:
  - i. Change annual meeting to every two years.
  - ii. Change annual election of officers to every two years.
- d. Revised by-laws adopted.
- e. **Action:** Legeros to send revised by-laws to group, and post on web site.

## 8) Annual Meeting

- a. Next month's annual meeting not needed due to by-laws change.
- b. **Action:** Legeros to update web site, and remove language about annual meeting.

**9) Business plan**

- a. January/February might a good time to craft a business plan.
- b. Contents could include:
  - i. Meeting with the Fire Chief to establish a timetable for Station 3 plans.
  - ii. Creating a schedule for contacting city council members, about Station 3 ideas.
  - iii. Proceeding with plan to implement payroll deductions.
- c. Could be something approved by a board of directors, and executed by officers.
- d. Postpone for later.

**10) Fire Museum Network**

- a. Group recommended renewing annual membership, \$30.
- b. Postponed discussion of attending annual conference, which is typically in summer or fall.