

Date: February 6, 2012

Time: 7:00 p.m.

Location: Station 23

Present: Legeros, Walters, Barefoot, Wall, Henshaw

Minutes Approval:

- 1) January 9 minutes approved.

Budget Report:

- 1) Historical society funds (checking): \$2,892.75
- 2) Centennial funds (savings): \$3,076.95
- 3) Recent expenses.

Old Business:

1) **Hose Reel Wheels**

- a. Firefighter taking wheels to Pennsylvania this week.

2) **New postal address**

- a. Our new mailing address is PO Box 31084, Raleigh, 27622
- b. Postal box at North Hills Station.
- c. Legeros and Henshaw have keys.
- d. Cost \$108.00, for 12 months.
- e. Legeros will check the box on a regular, weekly basis.

3) **Transfers of Roles**

- a. Coin fulfillment from Walters to Chamblee, in progress.
- b. Financial duties from Legeros to Henshaw, in progress.

4) **New name**

- a. Adopt Raleigh Fire Museum.
- b. Adopt new Articles of Incorporation.
- c. Legeros to submit new Articles of Incorporation to state.
- d. Legeros handling other administrative name change needs, such as inquiring at credit union about what's needed there.
- e. Legeros will lead marketing of name change.

5) **By-law revisions**

- a. By-laws have been revised, and posted on web site.
- b. Will be further revised with new name adopted today.

6) **Fire museum**

- a. February museum staffing
 - i. Legeros and Wall staffing.
- b. Upcoming museum staffing
 - i. Legeros has sent schedule around, and staff have added themselves.
- c. New display cases
 - i. Walters has purchased three for \$300.
 - ii. He'll coordinate delivery.
- d. Station 3
 - i. Walters continues to meet with Chief McGrath, to discuss ideas for the future.
- e. World Trade Center steel

- i. The museum may be offered a piece of World Trade Center steel, that is being attempted to be procured by the Raleigh/Wake County Emergency Communications Center Director.
- ii. Walters will be kept informed.

7) Membership drive

- a. Updates
 - i. Thank you letter to all personnel sent last week.
 - ii. Henshaw has started work on getting t-shirts.
 - iii. He'll order additional 10 XL and 10 XXL shirts.
 - iv. Legeros and Chamblee working on paper goods.
 - v. See below list of fulfillment details and next steps.
 - vi. Legeros will have paper goods ready for envelope stuffing by mid-week.

8) Centennial Updates

- a. www.RFD100.com is now live.
 - i. Jeff Harkey taking over as site operator.
 - ii. Cost about \$35 for domain and set up.
 - iii. Forms desired by end of month, for registration for participants.
- b. Centennial roll call, created by Legeros.
 - i. Good response from troops.
 - ii. Numerous edits received.
 - iii. Second version, adding ranks, to be sent to troops soon.
- c. Other updates
 - i. FireNews article on Centennial published last month.
 - ii. Carolina FRE Journal article published last month.
- d. Antique apparatus invitation letter
 - i. Group revised first draft of letter.
 - ii. Henshaw will further revise, and get Fire Chief to sign.
 - iii. Legeros and Wilson will help Henshaw locate departments with antiques.

New Business:

1. Yearbook Update

- a. Legeros, Walters, Barefoot participating.
- b. Planned for publication in early 2013.
- c. Similar with 2007 book, but with more history text, and many more historical photos.
- d. Legeros provided project update.

Next Meeting

Monday, March 5, 7:00 p.m.

Station 28

A shift

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Membership drive actions

Certificates

Legeros has printed 125 membership certificates. He also has a Word template that can be used to "sign" the names on a printer, with a nice font.

He'll hand-sign the authorized signature and date, for each certificate.

Membership Cards

Legeros has received 500 membership cards. Group decided to leave them unsigned, and let members write their own names on their cards.

Membership Letter

Legeros will create a digital version of a generic letter, then send to all members via their provided e-mail addresses.

Manila Envelopes

Chamblee has purchased a quantity, and has labeled about 125 envelopes with personnel names and shift assignments.

Further steps required:

- Stuff each envelope with membership card and certificate.
- Sort/stack the envelopes, for delivery.

Delivery

Envelopes to be delivered by Walters, Chamblee, Barefoot, Legeros, to their station meeting locations from the membership drive. Personnel/companies will be directed to pick up, from those stations.