

Date: May 14, 2012

Time: 7:00 p.m.

Location: Museum

Present: Chamblee, Henshaw, Legeros, Wall, Walters

Minutes Approval:

- 1) April 2

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$3,026.69
 - b. Centennial funds (savings): \$641.28
 - c. Old Engine 1 funds (savings): \$303.25
- 2) Recent expenses
 - a. Reimbursement to Chief McLaurin from Centennial funds
 - b. Purchase of Old Engine 1
- 3) Coming expenses (non-Centennial)
 - a. Membership t-shirts, \$1260
- 4) Coming income, expenses (Centennial)
 - a. T-shirts to sell on June 16.
 - b. Coins to possibly purchase for resale after June 16.
 - c. Checks from Kidde, others.

Old Business:

1) **Hose Reel Wheels**

- a. The restoration of the wheels by a firm in New Holland, PA, is complete.
- b. The amount is \$364.80, with the cost reduced because we're a non-profit.
- c. **Tim Duke** will arrange for pick-up and delivery of wheels.
- d. He is handling getting it painted, and possibly with a little goal leaf.
- e. He'll base the painting on a photo sent by Legeros.



- f. **Legeros** will handle sending payment, and proof of non-profit status.

2) Fire museum

- a. Recap of NCFFF special opening.
 - i. The museum was opened on Saturday, May 5, for the occasion of the NCFFF memorial.
 - ii. Walters staffed the museum, and Chamblee drove a training van, shuttling NCFFF families.
 - iii. About 50 people attended, including explorers, a couple retirees and a couple companies at training for portraits.
 - iv. It was a good day, and well worth the effort.
 - v. Explorers and memberships.
 - 1. Walters gave a stack of forms to the Explorers.
 - 2. Explorer memberships thus pending.
 - 3. Will include tee-shirts.
- b. Upcoming dates.
 - i. Regular schedule.
 - 1. Saturday, June 9
 - a. Legeros, Chamblee
 - 2. Saturday, July 14
 - a. Chamblee, _____.
 - ii. Centennial weekend.
 - 1. The museum is not open on June 16.
 - 2. This decision was made earlier this month, and reversed an earlier decision..
 - iii. Fire Expo weekend.
 - 1. August opening date is also Fire Expo weekend.
 - 2. Plan for shuttle service.
 - 3. **Legeros** will ask Chief McLaurin in bus and a driver is available/desired.
 - 4. If not, we'll utilize a van with a museum staff member driver.
 - 5. Staffing and other details to be determined later.
 - iv. Staffing for dates
- c. New display cases
 - i. World Trade Center artifacts have been added, on temporary (and perhaps very temporary) loan from Andy Woodall.
 - ii. Walters is still working on getting WTC steel that is being acquired by the city from Barry Furey.
- d. Personnel attending while in class
 - i. No updates were given.

3) Membership drive

- a. Tee-shirts.
 - i. New vendor, delivery expected this week.
 - ii. Freezer bags purchased, 150.
 - 1. **Chamblee** will use a marker, and write names and sizes on bags, in preparation for stuffing.
 - 2. Current distribution plan is to take paper goods and t-shirts to the same stations where the membership presentations were made, by Barefoot, Chamblee, Legeros, Walters.
 - 3. **Legeros (and any others)** will try to find copier paper boxes or similar sized boxes.
- b. Retiree, public memberships
 - i. Begin selling on June 16.
 - ii. What's needed to start.

1. **Legeros** will revise the membership form to remove t-shirt option.
2. **Legeros** will have copies printed at Kinkos.
- iii. What's needed to fulfill.
 1. Print individual certificates.
 2. Stuff envelopes.
 3. Print mailing labels.
 4. Stamp envelopes.
 5. Mail envelopes.
 6. Staffing and other procedures TBD.
- c. Payroll deduction.
 - i. Pursuing payroll deduction for membership dues is not recommended at this time.
 - ii. United Way is possible option.
 1. **Barefoot** requested to inquire, and ask if we can get a report on individual donor names and amounts.
 - iii. City credit union.
 1. Another possible option.
 2. **Barefoot** requested to inquire.

4) Centennial Celebration Updates

- a. Antiques and parade participation
 - i. **Henshaw** noted that the four Raleigh antiques are planned to participate.
 1. 1926 ALF / Driver Amato
 2. 1950 Mack / Driver Walters
 3. 1961 ALF / Driver Chamblee
 4. 1982 Mack / Driver Wall
 - ii. Capt. Amato is working to have the trucks as prepared as possible.
 - iii. Museum staff may need to meet and have a "clean up" and "check off" date, right before the parade.
 - iv. **Henshaw** is also working to contact departments, call in favors, and is trying to get more departments to participate.
- b. Muster activities
 - i. Group discussed some of the logistics.
- c. Museum booth configuration
 - i. Dimensions
 1. 30x40 foot ten.
 2. Six- or eight-foot tables available.
 3. Sharing tent space with Fire Education.
 4. Sharing tent space with coin/shirt/yearbook sales table.
 5. Sharing tent space with birthday cake.
 6. **Legeros** may do some drawings, to guesstimate table needs and such.
 - ii. Artifacts
 1. No paper artifacts
 2. Heavy items, nothing rare, nothing absolutely irreplaceable.
 - iii. Signage
 1. Visit the Museum poster
 - a. **Legeros** to have made, heavy-duty.

- b. Duplicate of smaller version at Admin.
 - 2. Buy a Membership poster
 - a. **Legeros** to design, to have printed, heavy-duty.
 - 3. Help restore old Engine 1
 - a. Ditto
 - 4. Museum banner
 - a. Bring banner from trailer, for placement at booth.
 - iv. Paper Goods
 - 1. Legeros has 250 photo cards that have been printed.
 - 2. **Legeros** to update museum information flyer, and have copies printed.
 - 3. **Legeros** to update membership form, and have copies printed.
 - v. Photos
 - 1. Bring three or four framed, non-Raleigh photos of steamers and old fire engines.
 - 2. Consider using wire tripod plant hangers, stacked in storage area of museum.
 - vi. Omitted
 - 1. Television or video display.
 - vii. Sales
 - 1. Chief McLaurin coordinating the handling all sales, at a separate table.
 - 2. Table may be beside ours.
 - 3. **Henshaw** to talk to McLaurin about adding memberships to the sales booth.
- d. Museum booth staffing
 - i. Start set-up at 9:00 a.m.
 - ii. Finish break-down by 6:00 p.m.
 - iii. Need one person at all times.
 - iv. Prefer two people at least between 10:00 a.m. and 4:00 p.m.
 - v. No one is encouraged to "hog the tent" and thus miss out on the event.
 - vi. **Legeros** will send a note to museum staff, requesting two things:
 - 1. Anticipated one-hour slots that you can work.
 - 2. Names of all people you can bring, or will come.
 - a. Yourself
 - b. Spouse
 - c. Children
 - d. Friends
 - e. Etc.
 - vii. **Legeros** may also post a request on the museum's Facebook page, as needed.
- e. Additional staffing needs
 - i. **Henshaw** noted his needs for a pair of drivers, to assist with Raleigh apparatus pumping.
 - ii. He also has uses for additional bodies, as they're available.
 - iii. Explorers, recruits will be there.

5) Old Engine 1

- a. Vehicle was acquired by museum last week.
- b. Some \$300 remains in the fund.
- c. **Walters** to send announcement to the troops, listing the names of donors, and encouraging others to donate if they want their name listed on the planned plaque. Deadline is July 1.
- d. **Legeros** will send the note to the retirees.

- e. **Henshaw** is working on and coordinating a variety of administrative and maintenance issues with the truck.
- f. **Henshaw** will send around some suggested dates, closer to June 16, for a “buffing day.” Need a few people to collectively wax the engine on day/night.
- g. Group suggested a photo session at some point, both at Station 1 and at Station 28 with the other antiques.
- h. Donation box suggested for the truck, possibly old alarm box mailbox.

6) Steamer

- a. Capt. Ezzell and his group are working toward having the steamer ready for display and hopefully operation on June 16.

New Business:

1) Walters retirement

- a. What duties, tasks, and roles need to be transferred?
 - i. Fulfillment of online and mail coin orders.
 - 1. Chamblee.
 - ii. Command staff liaison
 - 1. **Walters** to ask Chief Fanning if he’s interested.
 - 2. This role could initially be minor, used as a “pass through” up the chain.
 - 3. The role could expand, as the person’s interest and participation grows.
 - iii. Command staff participant, meeting attendee, etc. etc.
 - 1. **Henshaw** to handle for time being, notably for relationship and proximity to Fire Chief and other command staff members.
 - iv. Station 23 mover and shaker
 - 1. **Barefoot** to handle.
 - 2. Group discussed approaching Fire Chief with suggestion / recommendation to make Station 23 a “special duty” assignment, related to the museum and its storage area.
 - v. Box of old photos
 - 1. **Legeros** to investigate locating file cabinet in the museum, in the rear area.
 - 2. Photos are 100+ years old and should be kept consistently climate controlled in a cool, dark, dry area.

2) Museum special events

- a. **Museum history talks**
 - i. Classroom space required, may be available.
 - ii. Timeframe mid-summer or later.
 - iii. Legeros to conduct.
- b. **Station 28 tours**
 - i. Legeros has crafted proposal.
 - ii. Walters has submitted to command staff.
 - iii. Timeframe mid-summer or later.

Next Meeting:

Monday, June 4
B shift day
Likely Station 23