

Date: July 2, 2012

Time: 7:00 p.m.

Location: Station 23

Attending: Legeros, Henshaw, Harkey, Barefoot, Mrs. Barefoot, Fanning, Walters.

Minutes Approval:

- 1) June 4, 2012

Budget Report:

- 1) Fund balances
 - a. General fund (checking): 3,564.52
 - b. Centennial funds (savings): 5,191.32
 - c. Old Engine 1 funds (savings): 420.22
- 2) Recent transactions
 - a. Centennial funds
 - i. Withdrawals:
 1. 6/29 - 1460.45 for payment of centennial t-shirt invoice
 2. 6/26 - 364.00 for payment of Barry's Café invoice
 3. 6/18 - 214.00 for towing reimbursement
 - ii. Deposits:
 1. 6/27 - 3133.00 from centennial t-shirt and coin sales
 2. 6/27 - 24.82 from online coin orders
 3. 5/31 - 2000.00 from centennial contribution
 - b. General funds
 - c. Old Engine 1
 - i. **Henshaw has \$80 of donations** for the engine in his office. He'll send the names to Walters, and deposit the money.
- 3) Upcoming expenses
 - a. **Walters noted that \$2,500 is owed** to the convention center, for the ball. This must be paid by October.
 - b. There will be some additional ball expenses, for decorations and a la carte services. Some hundreds of dollars is expected.
- 4) Sales tax due for Q2

Fire Museum Business:

- 1) Upcoming dates.
 - a. Regular schedule.
 - i. Saturday, July 14
 1. Chamblee
 2. Henshaw
 - ii. Saturday, August 11
 1. Walters
 2. Need person #2 (Someone's wife? Kids?)

3. Fire Expo weekend
 4. Regular hours only, 10 to 2 p.m.
 5. Bus service was discussed. **Walters will ask Chief McGrath** if he desires bus/van service to be offered to the museum. If yes, Walters will extend offer to training to provide bus/van service. We'd love to have them.
- iii. Saturday, Sep 8
 1. Chamblee
 2. Need person #2
 - iv. Saturday, Oct 13
 1. **Legeros will send schedule on e-mail**, for people to add their names for September and later.
- 2) Personnel attending while in class.
 - a. No updates on this.
 - b. **Fanning with talk with Capt. Siebel**, to see if the talked-about plans/process are still viable.
 - 3) Upcoming special events.

Fire Apparatus Business:

- 1) Hose cart
 - a. No updates on this.
 - b. **Walters will contact Tim Duke**, to inquire on (a.) status of wheels being picked up and (b.) painting of wheels and hose cart body.
 - c. **Legeros will get physical address of wheel location to Walters.**
- 2) Steamer
 - a. Trailer has been modified with ramps, winch.
 - b. Boiler certified by state.
 - c. To participate in parade and with live steam for Expo in August.
- 3) Old Engine 1
 - a. Electrical, mechanical work completed.
 - b. Moved to Station 9.
 - c. Needs a few hours of electrical work under the dash, to clean-up the current wiring.
 - d. **Henshaw will schedule a work day** in the future for same.
 - e. **Henshaw noted that the engine probably needs a new clutch.** He'll be investigating options for repair or replacement over the coming weeks. For now, the engine should only be driven on local roads and at relatively low speeds.
 - f. **Henshaw has applied for a lost title search.** No one will be contesting same. The search could take up to nine months.
 - g. **Henshaw noted that insurance, tags, processing fees** will probably amount to \$300, when those are done.
- 4) Apparatus at Expo
 - a. The Fire Expo is displaying antiques indoors this year.
 - b. Raleigh's antiques are invited to participate.
 - c. Display locations include the upstairs lobby, downstairs lobby, and exhibit floor.
 - d. Loading into the building begins Wednesday at 8:00 a.m.
 - e. Unloading the building begins Saturday after 3:00 p.m.
 - f. Group discussed a variety of aspects, from choice of apparatus to transportation.

- g. **Henshaw will contact the Asst. Chief of Services**, to see what the department desires.

Old Business:

- 1) Membership drive
 - a. We started selling memberships to retirees and the public on June 16. No sales were made at the event.
 - b. Retiree and public memberships are now available on our web site.
 - c. Group discussed that a direction with memberships is needed, as well as a project owner.
 - d. Group suggested that Chief Mizzell might be a good person to possibly take and run with.
- 2) June 16
 - a. Lessons learned.
 - i. When displaying antique apparatus...
 - 1. Electrical circuits/power must be turned off.
 - 2. Wheels must be chocked.
 - ii. Roping off apparatus
 - 1. Recommend “no climbing” on 1961, 1950, 1926, 1905 engines.
 - 2. The 1982 Mack is probably fine for children to sit, climb, etc.
 - iii. Selling shirts
 - 1. Recommend hanging one of each size, so people can see what a particular shirt looks like.
 - 2. Recommend having piles of each size on the table, to minimize back and forth from box to table.
 - 3. Remember to bring a cash drawer with change.
 - b. Unfinished business.
 - i. Group decided to send an acknowledgement letter or perhaps certificate to all organizations that assisted on June 16.
 - 1. **Henshaw will provide a list of group names and mailing addresses**, and will send to Legeros.
 - 2. **Legeros and Harkey will create a letter or certificate design.**
 - ii. Kid’s zone props have been saved for future museum or fire department use.
 - 1. **Henshaw is in charge of storing and disbursing the props.**
 - iii. Helping other fire departments.
 - 1. A number of other North Carolina fire departments are having upcoming anniversaries.
 - 2. The fire department and/or fire museum will participate in a Charlotte event in August.
 - 3. Contact Henshaw for more information about the Charlotte event, and other possible requests.
 - iv. FireWatch on YouTube
 - 1. The FireWatch footage from June 16 is being posted onto YouTube.
 - 2. The footage has been re-edited and split into segments, for easy viewing of particular parts of the June 16 event.
- 3) Idea of something for retirees, for each retiree
 - a. Suggestion from Chief Mizzell.
- 4) Museum as communication conduit between RFD and retirees.
 - a. Chief Walters to ask Chief McGrath sometime about his feelings.

New Business:

- 1) Upcoming Meeting Schedule
 - a. August 6 (B)
 - i. Location is Station 23.
 - b. September 10 (A), postponing from September 3 due to holiday.
 - i. Location is museum.
 - c. October 8
 - i. Location TBD.
- 2) Fire Station 3
 - a. Group discussed ongoing ideas about future uses of Station 3.
- 3) Decision making
 - a. **Legeros discussed the process of our decision making.**
 - b. He asked open question “who should make decisions about what the museum is doing?”
 - c. He encouraged everyone to think about processes or structures that might be needed, as we become increasingly involved in a variety of tasks and initiatives. Such as appointing directors at a future time.
- 4) Roles and responsibilities
 - a. **Legeros discussed ongoing awareness of individual workloads**, suggested that the group think about ways to ensure no one is consistently overtaxed.
 - b. Group noted that things will quiet down after 2012, and next year will be a good time for getting more administrative things in order.
 - c. Such as, dedicated people or roles for...
 - i. Handling meeting schedule, agenda, minutes.
 - ii. Handling museum schedule, staffing coordination, etc.
 - iii. Handling all merchandise sales, including inventory, fulfillment, accounting.
 - iv. Handling all money accounts, including tracking funds, paying taxes, applying for sale tax refunds, etc.
 - v. Handling or overseeing fundraising goals, tasks, efforts.
 - vi. Handling or overseeing promotional, communication, web site goals, tasks, efforts.
 - vii. Etc.
- 5) Visiting Fireman
 - a. Group discussed if Visiting Fireman is still operating.
 - b. The Visiting Fireman web page has a listing for the Raleigh Fire Museum, plus information.
 - c. **Legeros will investigate further**, to see if additional promotional opportunities are available.
- 6) Selling t-shirts
 - a. **Barefoot offered ideas for continued centennial t-shirt sales.**
 - b. Takes two weeks for vendor to fulfill an order. Thus, we need to move fast.
 - c. First, offer shirts to personnel.
 - i. Take pre-orders.
 - ii. Send message to troops, about availability.
 - iii. **Legeros will create a private/secret web form** for purchase.
 - iv. Offer all adult and child sizes as offered on June 16.
 - v. Same prices as June 16, \$10 child, \$12 adult.
 - vi. Include in message “these shirts will also be sold at the Fire Expo, and at prices that might be higher. We are still determining shirt pricing for the Expo.”
 - vii. Add dark blue as a color, in addition to ash.

- viii. **Barefoot will handle placing order**, picking up shirts, storing shirts, coordinating fulfillment by Battalion chiefs (hopefully).
 - d. Second, order shirts for sale at Fire Expo.
 - i. Order details
 - 1. M, L, XL, 2X, 3X adult sizes only.
 - 2. Quantity/percentages based on June 16 order, but times two or times three.
 - 3. Pricing to be based on what other vendors are charging.
 - 4. **Legeros will draft a couple proposals** and send to group.
 - 5. **Barefoot will handle placing order**, picking up shirts, storing shirts, coordinating fulfillment.
 - ii. Sale details
 - 1. Exhibit hall hours are 10 to 5 on Friday, 10 to 3 on Saturday.
 - 2. Need a staffing plan.
 - 3. Need to confirm booth availability.
 - a. **Harkey to contact Expo contact**, to see about booth.
 - 4. More discussion to follow, based on availability of booth.
 - 5. If not booth is available, or if an RFD booth is not suitable for selling, we may need to set tables beside antique apparatus on exhibit floor.
- 7) Selling stickers
- a. **Chamblee has received information about smaller centennial stickers to sell.**
 - b. Vendor can print 200 (or more) of 3.5 inch size for 2.75 each.
 - c. Shipping \$6.00. Total order \$556.00.
 - d. Museum can be billed. Order fulfilled in two weeks.
 - e. Group approved purchased.
- 8) Cardinal Club
- a. The Cardinal Club has offered their facilities and services for the fire museum.
 - b. **Walters offered ideas for a fundraising event**, a very formal affair, with higher priced tickets, a program, a fishbowl for donation checks, invitations to prominent citizens, invitations to manufacturers and other industry people, elevator speeches prepared for museum staff members, etc.
 - c. Group discussed this idea, as well as time.
 - d. Group decided on a spring implementation of this idea, instead of anything this summer.