

Date: March 4, 2013

Time: 7:00 p.m.

Location: Station 16

Present: Legeros, Henshaw, Chamblee, Mizell

Minutes Approval:

- 1) February 4, 2013

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 1,477.19
 - b. Reserve funds (savings): \$ 3,930.32
 - c. Engine 1 funds (savings): \$ 420.93
- 2) Recent expenses
 - a. Earp Entertainment Services (ball, paid 11/19/12, processed 2/21/13): \$650.00
- 3) Recent income
 - a. Shirts and stickers continue to be sold, in small quantities.
 - b. Coins still ordered on web site, here and there.
- 4) Coming expenses
 - a. Engine 1 donor sign: \$50 estimated, maybe even less
 - b. Museum "we're open" sign(s): \$400 or so, for three signs
- 5) Coming income
 - a. Coin order of \$300, from recruit class.

Fire Museum Business:

- 1) Dates and Events
 - a. Regular schedule.
 - i. Saturday, March 9
 1. **Legeros opening**
 2. **Barefoot assisting**, if staffing available at Station 20
 - ii. Saturday, April 13
 1. **Chamblee opening**
 2. Second person TBD
 3. Special event may be held, in conjunction with history book.
 - a. Books due around end of March.
 - b. Museum opening could feature "come view the book" or "come meet one the authors" or such.
 - c. Could even feature a "book unveiling," with public/press notifications via Public Affairs or our own channels.
- 2) Other Business
 - a. Indoor signs
 - i. Replacements created and mounted in February.

- ii. These replaced paper captions damaged during ball, that contain captions for photos on the walls.
- b. Outdoor signs
 - i. Sandwich board signs needed for parking lot.
 - 1. Jack Rabbit prices:
 - a. Plastic all-weather A-frame - \$117.50.
 - b. Corex signs for each side - \$35.00.
 - 2. Group approved purchase of two:
 - a. One curb side, "Fire museum open today."
 - b. One for drill pad, "Fire museum open" with directional arrow.
 - 3. Group suggested and approved purchase of third:
 - a. Metal sign, "Fire museum open."
 - b. For hanging inside fence, behind trailer.
 - c. For easy viewing by cars on Wilmington Street.
 - ii. New banner for hanging?
 - 1. Current banner has old name RFDHS and old web address.
 - 2. Banner cost is \$56 plus tax, 24 by 45 inches.
 - 3. Group decided to wait to replace.
 - a. Banner was designed using cheapest available option.
 - b. We might desire to upgrade, to "next nicest" model/style.
 - iii. Door or building sign
 - 1. Group discussed getting a sign for the front door, or front of trailer:
 - a. Museum hours
 - b. Contact information.
 - c. Etc.
 - 2. **Legeros will work with Henshaw on sign content.**
 - a. Legeros is also updating the "visit the museum" postcard.
 - i. Henshaw is assisting with creating/review postcard content.
 - ii. No quantity/price estimate yet.
 - b. We can replicate that content on a sign.
 - c. Review tour scheduling process.
 - i. **Legeros will create a page located at raleighfiremuseum.org/tour.**
 - ii. Page will list the steps to schedule a tour, including RFM contact address, and RFD appointment form, for people wanting tours of Station 28.
 - iii. **Henshaw will provide input from RFD**, regarding process.
 - iv. Street or fence signs
 - 1. Can the museum be added to the street signs on Wilmington Street, that provide directions to the training center?
 - 2. Same for fence signage at training center?
 - 3. To be investigated at a later date.

Fire Apparatus Business:

- 1) Old Engine 1
 - a. Donor signs

- i. **Legeros is finishing creation of a donor sign.**
 - ii. It will measure 2.10 inches by 2 inches.
 - iii. It will sit beside the pump panel, in the jump seat area.
 - b. Work day – Starter Motor
 - i. **Henshaw and Chamblee** are scheduling a work day this month, for starter motor work.
 - ii. Date to be determined, and related to staff via e-mail.
 - c. Work days
 - i. **Henshaw is planning future work days, for other work.**
 - ii. Electrical rewiring, cleaning/polishing, etc.
 - iii. These will be single days on a Friday, Saturday, or Sunday.
 - iv. Watch for notices to museum staff.
 - d. Title, tags, insurance.
 - i. **Henshaw is completing the process to recover the title.**
 - ii. Once completed, plates and insurance can be purchased, at annual cost of \$150 to \$200.
- 2) Other antiques.
 - a. Titles
 - i. **Henshaw is helping Services locate the titles** for the department's other antiques.
 - ii. Legeros will also assist, as he's also involved in some records reviewing/research.

Membership Business:

- 1) Membership renewals.
 - a. Approximately sixteen members have renewed, since renewal notifications were sent.
 - b. Group discussed ideas and next steps for increasing renewal rate.
 - i. Prior plans were for Mizell to send a message to the troops, early in year, with polite request for renewals.
 - ii. Group decided to delay this solicitation until after the history book is delivered.
 - 1. The contents of the book should be very well received.
 - 2. The solicitation can reference the book, the activities and history depicted therein.
 - 3. Greater success of the solicitation is thus expected.
 - iii. **Mizell will craft a message in his own words**, for sending after that time.
 - 1. He'll also ask Chief Poole for ideas on using e-mail or other channels for this message.
 - c. Group also decided on a flier strategy, for including with book deliveries.
 - i. **Legeros is working with Chief McLaurin**, to have one or more fliers or notices inserted into each delivered history book.
 - ii. Group suggested a renewal/membership form.
 - iii. **Mizell will donate postage to include on envelopes.**
 - 1. Including pre-addressed, pre-stamped envelopes will be an additional incentive.
 - iv. Steps required to complete:
 - 1. Design flier (**Legeros**).
 - 2. Buy envelopes.
 - 3. Buy postage (**Mizell**).
 - 4. Buy labels
 - 5. Print museum address on labels.
 - a. Alternate option, purchase custom envelopes. (**Legeros** check)
 - 6. Stamp envelopes.

- 7. Print fliers.
- 8. Quantities above will be 400 to 600.
- d. Suggestion that the renewal message/flier include three check boxes:
 - i. Payment enclosed for dues.
 - ii. Additional ____ enclosed as contribution.
 - iii. Please contact me for volunteer opportunities.
- e. **Legeros will create dedicated web page**, with information and options for renewals.
 - i. Page will include instructions for people who want to pay by cash or check.

2) Membership channels.

- a. **Barefoot is researching United Way participation**, for the yearly combined campaigns, as a means of easy contributions by personnel.
- b. **Barefoot is also researching the City Credit Union**, as a means of members easily contributing to the museum.

Other Things Being Worked On

1) History Book

- a. Delivery of the book is expected around the end of March.
- b. After work
 - i. **Legeros is engaged in a number of after work** activities, such as returning submitted materials to their original owners.
- c. Future needs
 - i. **Legeros has identified future needs related to historical materials, including:**
 - 1. Cataloging digital assets.
 - a. He possesses several thousand digital historical images of RFD.
 - 2. Compiling and perhaps publishing some of the research conducted for the book.

2) Historical Activities

- a. Legeros has reprinted some photos of the original Rescue 1, for a later owner of the truck that Chamblee has been corresponding with.
 - i. That person is trying to find where the truck is today.
 - ii. Chamblee is continuing correspondence with this person.
- b. Legeros is working with Services, to dig through some very old records, and withdraw those of historical value.
 - i. The saved records will be stored at Station 23.
- c. Legeros has created a poster of retired black firefighters, for a couple firefighters and their project for an African American Community Center.
- d. Henshaw related that he's leading the event planner for the 2014 SPAMFAA Winter National, to be held in Charleston, South Carolina, in the last week of February next year.
 - i. The event has opportunities for antique apparatus participation, volunteer opportunities, and presenter opportunities.
- e. Henshaw has a contact in Personnel, and will be inquiring about any legacy records that may be available.
 - i. Goal is augmenting the museum's records and roll call information.
 - ii. Also trying to find legacy employee photos.

Other Old Business

- 1) Board of Directors
 - a. **Legeros is still researching** "what is a board of directors," so this can move forward.
- 2) Station 23 storage space
 - a. **Barefoot is arranging for Thomas Johnson**, to finish construction of furnishings.
 - i. Space serves as storage for artifacts and records not present in museum.
 - ii. Also includes library of station log books.
- 3) Financial record work
 - a. Legeros has completed a review of our financial records.
 - i. Annotations, check copies, and receipts added as needed.
 - ii. Future actions to consider: adding accountant or tax attorney.
- 4) Promotional opportunities
 - a. Group continued a discussion started last meeting, on ideas for promoting the museum to the general public.
 - i. State Fair discussed, but rejected for reasons including raw manpower requirements.
 - ii. Museum or history-themed locations are a better idea, where the people present already have an interest in history.
 - iii. Static displays should be thought about, that don't require staffing or physical presence of members.
 - iv. "Visit the fire museum" standing sign and postcards displayed at Raleigh City Museum, for example.
 1. Are there other local museums we could partner with?
 - v. More elaborate/expensive solution is replicating the display outside the Fire Administration office, but in another public location. '
 1. Would cost \$300-\$400.
 2. We have the additional artifacts to fill such a case.
 - vi. **Members are requested to think about public locations**, suitable for museum posters/fliers, or other displays.