

Date: May 6, 2013

Time: 7:00 p.m.

Location: Station 16

Minutes Approval:

- 1) April 1, 2013

Attendance:

Chamblee, Walters, Wall, Henshaw

Absentees with note:

Barefoot, Mizzell, Legeros

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 2,963.61
 - b. Reserve funds (savings): \$ 3,931.88
 - c. Engine 1 funds (savings): \$ 421.09
- 2) Recent expenses
 - a. Protective bags for history books: \$25, approximate
- 3) Recent incoming
 - a. Received \$320 in coin sale money, found from last year.
 - b. Sold over \$600 in history books so far.

Fire Museum Business:

- 1) Dates and Events
 - a. Regular schedule.
 - i. Saturday, May 11
 1. **Legeros opening**
 2. **Henshaw finding replacement, hopefully Wall.**
 - a. Will have limited number of history books for sale.
 - b. Will promote accordingly this week.
 - ii. Saturday, June 8
 1. **Chamblee**
 2. Need second person
- 2) Donations
 - a. Nancy Dean, daughter of Asst. Chief John Godwin, has donated his badge, some coat buttons, and a couple other items.
 - i. The back of Godwin's badge is engraved with the name of Asst. Chief Earley.
 - ii. Walters suggested we think about ways to view the back of a badge.
 1. Display case with mirrored back?
 2. Photograph of badge back, displayed alongside?

3. Duplicate badge shown, so both sides can be seen? Do we have a second?
 - b. Retired Lt. Creighton Edwards has donated more clothing, including a grey shirt and an old dress coat, as well as a pair of brass extinguishers.
 - i. Walters would like to display the uniform with a half-mannequin.
 - ii. Uniform and clothing taken to Station 23.
 - iii. Brass extinguishers left at museum.
- 3) Signage
- a. Outdoor signs
 - i. New banner for hanging outside?
 1. Pending action item, discussed in March meeting.
 2. Group decided that a new banner, nor any banner, is required, if a permanent outdoor sign is installed beside the museum door.
 3. No updates at present.
 - ii. Door or building sign
 1. Pending action item, discussed in prior meeting, for front door or front of trailer:
 - a. Museum hours
 - b. Contact info
 - c. Etc.
 2. Sign would reflect new/updated contact information
 - a. **Legeros working with Henshaw to determine best contact info.**, including through RFD.
 - b. **Legeros has created draft of updated "visit museum" paper postcard.**
 - i. Henshaw is assisting with creating/reviewing postcard card.
 - ii. No quantity/price estimate yet.
 - iii. Should photo postcard replace paper card?
 3. No updates at present.
 - iii. Street or fence signs
 1. Training staff consents to fence and/or road signs or sign additions.
 2. No updates or next steps at present.

Fire Apparatus Business:

- 1) Old Engine 1
 - a. Work day – Starter Motor – Pending action item from prior month(s)
 - i. **Henshaw and Chamblee will schedule a work day to remove the starter motor.**
 - ii. They're thinking June 8 at the latest.
 - b. Work days – Pending action item from prior month(s)
 - i. Based on the starter motor work day, they will assess next steps for other work and work days.
 - c. Title, tags, insurance.
 - i. No updates at present.
- 2) Other antiques.
 - a. Capt. Mike Ezell and a number of other firefighters have started a project to maintain the antiques.
 - i. Planned as quarterly effort.
 - ii. Check fluids, run the trucks, etc.
 - iii. Planning creation of check off sheets for each.
 - iv. Members drawn from recommendations from retired Capt. Gary Amato.

- v. Recently visited Station 28, and did work/started and drove all trucks except old Engine 1.
- vi. Ezzell is also leader/organizer of steamer crew.
- vii. Their efforts are independent of initiatives discussed by fire museum staff.
- viii. **Henshaw and Chamblee will touch base with Ezzell.**

Membership Business:

1) Memberships.

- a. Flier and stamped envelopes included in each history book.
 - i. About ten memberships received so far.
 - ii. Primarily from retirees.
 - iii. **Legeros is handling fulfillment of paper items.**
 - iv. **Chamblee is maintaining the roster and recording membership period dates.**
- b. Thank you message created, for postal or electronic mailing
 - i. **Legeros has e-mailed all renewals since campaign started.**
 - ii. Each person's membership was extended to the date of the letter, as a gesture of apology for belated response.
- c. Mail message to troops planned, after history book is delivered.
 - i. From February meeting, action items:
 - 1. **Mizell will craft a message in his own words.**
 - 2. He'll also ask Chief Poole for ideas on using e-mail or other channels for this message.
 - 3. Discuss, still do?
 - ii. No additional actions at present.

2) Membership channels.

- a. United way campaign requirements.
 - i. From April meeting:
 - 1. Group discussed the requirements, and decided to reach out to a person, to ask about what's needed for an organization like ours to be considered.
 - 2. **Walters will contact Andy Woodall**, to learn how Barry's foundation applied for participation.
 - a. Secondary possible contact is Donnie Brown.
 - ii. Deferred to next meeting.
- b. City credit union.
 - i. From April meeting:
 - 1. **Barefoot investigating.**
 - a. He's going to ask them about the requirements, and even their suggestions about:
 - i. One-time annual withdrawal.
 - ii. Per-paycheck withdrawals.
 - iii. Ease of obtaining list of names, of who enrolls.
 - b. Will require creation of an account in the museum's name.
 - ii. Deferred to next meeting.
- c. Recruits
 - i. **Legeros is conducting history talk and museum talk in July.**

History Books

- 1) Museum received 12 complimentary copies of history book.
 - a. Donations and appreciation copies so far:
 1. Olivia Raney Local History library
 2. Cameron Village Regional Library
 3. News & Observer
 4. North Carolina State Archives
 5. North Carolina State Archives photo department
 6. Raleigh City Museum
 7. North Carolina State Fireman's Association
 8. National Fire Academy
 9. Jeff Harkey
 - b. Walters asked if we donated one to the RPFPA.
- 2) Museum received donation of 41 history books, for sale as desired, as fundraiser.
 - a. Offered initial to active and retired personnel.
 - b. Price of \$60.
 - c. Public offering starts on Saturday, at museum.
 - d. Discuss sales channels to public, after Saturday.
 - i. Some discussion, but subject largely deferred to next meeting.
- 3) Future plans
 - a. Strawbridge has 50+ copies that can be purchased for \$70, or sold to public for \$75 including postage.
 - b. Second print run requires 150 count minimal order, with advance payment.
- 4) Book errors
 - a. Retirees or citizens who discover printing problems with their book must contact the printing company. Their contact information is available on their web site.
 - b. Legeros is also providing this information to active and retired personnel, who report book problems to him.
- 5) Points of contact
 - a. Chief McLaurin retires on June 1.
 - b. Legeros will be museum contact with printing company.

Other Old Business

- 1) Board of Directors
 - a. Research on implementation overdue. **Legeros had last action item.**
 - b. Deferred to next meeting.
- 2) Station 23 storage space
 - a. Construction completion planned.
- 3) Finances
 - a. **Legeros has recommendation for accountant, will contact.**
 - b. He has list of initial questions to ask.
 - c. Deferred to next meeting.
- 4) Promotional opportunities
 - a. **Legeros has created new poster design**, incorporating both museum and Station 28 as listed attractions.
 - i. No updates at present.

- b. **Legeros has earlier action item to ride around downtown**, and look at various locations for displaying postcards, fliers, signs, or static displays.
 - i. No updates at present.
 - c. **Henshaw has earlier action to inquire of Parks and Recreation**, to see if museum can be added to their history trolley program.
 - i. He's made contact, requesting adding the museum to their list of stops. Not a done deal yet.
- 5) Future events
- a. **Henshaw update on "touch the trucks" concept.**
 - i. Two parks have turned down his request to host the event. Working to find other options in the city.
 - ii. Interesting note, Durham tried this two week ago. They charged admission, and people were upset that the event wasn't free.

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