

Raleigh Fire Museum

PO Box 31084, Raleigh, NC 27622
www.raleighfiremuseum.org



Monthly Staff Meeting Minutes

Date: February 3, 2014

Time: 7:00 p.m.

Location: Museum

Present: Chamblee, Henshaw, Legeros

Minutes Approved:

- 1) January 13, 2014

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,175.15.
 - b. Reserve funds (savings): \$ 3,939.40.
 - c. Engine 1 funds (savings): \$ 421.90.
- 2) Upcoming expenses:
 - a. Web site domain renewals: \$21 x two years.
 - b. Engine 1 supplies: \$250 or abouts.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, February 8 – B platoon
 - i. Staffing
 1. Legeros
 2. Helpers from United Professional Firefighters Association of Raleigh, for special event.
 3. Updates from Legeros.
 4. Will include some expenses:
 - a. Photo poster: \$6
 - b. Photo frame: \$10 or abouts
 - c. Etc.
 5. Henshaw noted that RTN will be sending a cameraman to tape some of the event, for a future FireWatch episode.
 - b. Saturday, March 8 – C platoon
 - i. Staffing
 1. Henshaw possibly.
 2. Chamblee will be on duty, C platoon day.
 3. Staffing TBD.
 - 2) Shirts for staff
 - a. Updates from **Harkey**.

- 3) Children's items
 - a. Roll of badge stickers, roll of temporary tattoos, and a small quantity of fire helmets have been given to the museum by **Henshaw**.
- 4) Roof Leak Update
 - a. Leak has been repaired.
 - b. Sliding door needs new trim.
 - c. Group noted that future construction can wait, until other work is being done in the museum at the same time. Curtain hides the moldy/rotten wood for now.
- 5) Artifacts:
 - a. Services is donating a pair of broken thermal imagers.
 - b. **Mizell** will obtain.
- 6) Tour request
 - a. Museum received request for tour from retired member and his wife.
 - b. Henshaw has responded to him, with our regular schedule and a request for times/dates, if a personal tour is requested.

Apparatus Business:

- 1) Antique apparatus updates.
 - a. None.
- 2) Engine 1 updates
 - a. None.

Membership Business:

- 1) United Way/Combined Campaign updates.
 - a. **Legeros** has mailed acknowledgement letters.
 - b. First disbursement will be in April.

Old Business

- 1) Oral history recordings
 - o **Legeros** planning second Tramp Dunn interview in February.
- 2) Bookkeeping / QuickBooks
 - o **Legeros** notes:
 - Cheapest, most basic QB online is about \$13 per month. Might be all we need.
 - Pro version of QB for non-profits is around \$250 or \$280. License expires in three years, it seems. Single user.
 - Some people say online is better bet, some say desktop.
 - QB is apparently not as good for CRM, managing customer relationships. We probably should consider QB to be just an accounting app. And we'll have to use other programs to manage the "people" stuff.

- Some people use Quicken for a small non-profit, and just map its features to what's need. That would be an even cheaper option.
 - Presuming we maintain \$500 or so of yearly donations, spending \$160 or so for QB online each year won't break out bank.
 - Earlier action item:
 - **Harkey** to ask accountant about set-up consultation fee.
 - **Legeros** expressed recommendation for trying the basic version of the online version.
 - Group approved purchase of same, and had some discussion:
 - If we stop using it/paying for, will we lose our data? Presumably not.
 - **Henshaw** has family member who recently retired from accounting, maybe can help.
 - The basic version might be easy enough to use/set up, that no consultation is required.
 - Can we log into the thing from anywhere? Yes.
 - **Legeros** will commence buying and enrolling in a monthly subscription.
- 3) Survey to membership for organizational needs.
- See attachment at bottom.
 - Group discussed survey.
 - Suggested including a fifth question that asks them the equivalent of “tell us what interest you, or what would compel you to participate with the museum?”
 - **Legeros** will finish the survey, and commence sending to:
 - Combined campaign donors.
 - Museum members.

New Business

1. Fire Expo Booth

- South Atlantic Fire Rescue Expo has announced special lower pricing for non-profit exhibitors.
- Booths are located on mezzanine level, adjacent/opposite the exhibit hall entrance and exit.
- Booth includes one table (eight-foot?) and two folding chairs.
- Based on exhibitor packet, table skirt, side apron, and backdrop also provided.
- Show dates are July 23-26, 2014, with Friday and Saturday as the exhibitor days.
- Prices for non-profits:
 - 10x10 = \$100
 - 10x20 = \$200
 - 10x30 = \$300
- Cancellation fees:
 - If more than 60 days prior to Expo, fifteen percent (15%) of the total exhibit space rental fees is charged.
 - From 59 to 30 days prior to Expo, fifty percent (50%) of the total exhibit space rental fees is charged.
 - If less than 30 days prior to Expo, the full amount of the rental fee is charged
- Exhibitor dates:
 - Complete Payment for Space Due - Mon. May 26, 2014
 - Apparatus Move In to RCC - Wed. July 23, 2014
 - Tabletop Move In to RCC - Thu. July 24, 2014

- Expo Load Out - Sat. July 26, 2014 | 4:00pm
- **Legeros** requested discussion, including input from Henshaw on RFD exhibition space trends, and expectations for this year.
- Group discussed such points as:
 - Immediate action is deciding on requesting a rental, before they become unavailable.
 - Later action is deciding on usage of booth. They could include:
 - Unmanned booth, with just a computer slideshow running, plus signage or brochures.
 - Staffed booth, with slideshow, or artifacts, or other items.
 - Shared booth with RFD.
 - Etc.
 - Discussed the value to the museum organization, with regard to varying levels of booth usage.
 - Discussed the value to show participants, and others that the museum touches present or in the future.
 - Group decided on two things:
 - Rent a 10x10 booth.
 - Plan to use the space to highlight both our museum and other fire museums in NC.
 - Reach out to other state museums.
 - Request literature for distribution.
 - Invite participation.
 - May include slideshow of other fire museums or wider state fire history.
 - And with option to change/adapt plans as needed.
 - Worst case scenario, we cancel the booth.
 - March 26 is deadline for show cancelation with 15% penalty.
 - April 26 is deadline with 50% penalty.
 - **Legeros** will commence registering as an exhibitor.
 - Staff will discuss and make future plans in the future.

2. Patches

- Group discussed patches, in context of booth.
- Can we obtain/swap/sell RFD patches?
- **Chamblee** suggestion, why doesn't the museum design its own patch?
- **Legeros** will collaborate with **Henshaw** on same.
 - Legeros will send Henshaw a patch design he made for RFD a couple years ago.
 - Henshaw was consult with designer friend, for possible ideas.

Next Meeting

Monday, March 3
 Museum
 B platoon

Attachments

Draft of survey:

Raleigh Fire Museum Membership Survey

The Raleigh Fire Museum is making its organizational plans for 2014, and we'd like to hear from you!

Please take a moment to complete these four questions.

You are part of our living history, and we want your input on the best ways to continue preserving it.

Question #1

Out of the following priorities for the fire museum this year, which do you pick as the highest priority?

Staff monthly museum openings

Conduct quarterly work days, for antique apparatus, museum space, and other needs

Getting Old Engine 1 running again

Restoring the appearance of Old Engine 1

Holding another Fireman's Ball in 2015

Hosting another Day with the Fire Department at the training center this year

etc.

Question #2

Which do you pick as the second-highest priority?

[same list]

Question #3

What's not listed on that list, that should be considered as a priority for the fire museum this year?

Question #4

Do you have any other input for the Raleigh Fire Museum?

Plus possible language about donations or membership, although target audience are people who have already and/or recently donated to the museum, or purchased memberships this year.