

# Raleigh Fire Museum

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



## Monthly Staff Meeting Minutes

**Date:** March 9, 2014

**Time:** 7:00 p.m.

**Location:** Station 16

### Minutes Approved:

- 1) February 3, 2014

### Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 3,068.43
  - b. Reserve funds (savings): \$ 3,940.16.
  - c. Engine 1 funds (savings): \$ 421.98.
- 2) Recent expenses:
  - a. Fire Museum Network renewal, Feb. 14, \$30.00
  - b. Nvision.com, domain renewals, Mar. 6, \$63.30

### Museum Business:

- 1) Regular schedule.
  - a. Saturday, March 8 – C platoon
    - i. Staffing
      1. Legeros opened
      2. Chamblee assisted
      3. Museum report forthcoming from **Legeros**.
  - b. Saturday, April 12 – B platoon
    - i. Staffing
      1. **Chamblee** will open/close.
      2. Need secondary.
        - a. **Henshaw** may be available.
        - b. In their survey response, Chief Boyette expressed an interest in helping to staff the museum.
          - i. **Legeros** will extend an invitation to assist Chamblee in April, and provide him with other information about staffing.
      3. FDIC weekend – Legeros out of town
- 2) Special events.
  - a. Retiree luncheon on Wednesday, May 7
    - i. Staffing
      1. **Legeros** will be there for pictures, and can assist.
      2. **Henshaw** can likely staff after the noon start.

### 3. Will **Walters** or **Wall** be there? Can they assist?

- 3) Tour requests
  - a. Citizen/family request via e-mail, Feb 19 – Legeros responded, asked if they can attend regular scheduled openings.
  - b. Parks and Recreation via e-mail, Feb 27 - Summer camp inquiry for Henshaw. He will respond/handle.
- 4) Total visitors in 2013
  - a. Total of 260
  - b. Includes twelve monthly openings
  - c. Parks & Recreation summer camp(s) visitors, by special appointments.
  - d. Other special arranged tours, visits.
  - e. This will be cited in coming newsletter, in 2013 recap section.

#### **Apparatus Business:**

- 1) Antique apparatus updates.
  - a. Documentation/memo of understanding concept.
    - i. Group discussed current state of antique governance.
    - ii. Creating “memo of understanding” to help with transparency with museum and fire department, with regarding to the antiques and people/processes involved with them.
    - iii. **Legeros, Henshaw, and Chamblee** drafting for museum staff review.
- 2) Engine 1 updates.
  - a. Materials have been ordered, for rewiring starter motor/system.
  - b. Once completed, system check(s) are needed to assess what electrical (and other) systems are working/not working.
  - c. This summer, **Henshaw** proposes starting working toward a cosmetic work on the truck.
    - i. Stripping down all parts.
    - ii. Photographing and storing in plastic containers.
    - iii. Preparing body for painting.
    - iv. Getting it painted.

#### **Membership Business:**

- 1) United Way/Combined Campaign updates.
  - a. First quarterly payment will be received in April.
  - b. Legeros has sent physical letters to all non-anonymous donors.
- 2) Renewal inquiries.
  - a. We’ve received a couple inquiries about “how can I renew”.
  - b. Recommend a member-wide or department-wide mailing about this. See later agenda item.

#### **Old Business**

- 1) Bookkeeping / QuickBooks
  - o From prior meeting: **Legeros** will commence buying and enrolling in a monthly subscription.

- Action still pending.
- 2) Survey to membership for organizational needs.
    - Received twenty-one completed surveys so far.
    - Excellent feedback, and support for all planning proprieties.
  - 3) Fire Expo Booth
    - Order has been placed with event planners.
    - Payment due by May.
    - Plan at present:
      - Host information (and even representatives) from other North Carolina (or southeastern) fire museums.
      - **Legeros** and **Henshaw** will begin compiling contact list.
      - Recommend a “save the date/note this event” e-mail to them, so they’re aware of our plans.
  - 4) Patch
    - Henshaw’s designer friend has the design that Legeros created.
    - He’ll be playing with same, and come back with some ideas.
    - Concept of museum challenge coin also discussed.
      - Based/derived from patch design?
  - 5) Museum shirts
    - No update from Harkey, he’s still waiting to hear from vendor.

## **New Business**

1. New gmail address for museum / retiree mailing list.
  - Museum has a new (additional) email address, [raleighfiremuseum@gmail.com](mailto:raleighfiremuseum@gmail.com).
  - Created for purpose of sending mail to retirees.
  - Current list lives on home computer of Legeros.
  - This will allow Legeros to send from any location.
  - **Legeros** will document steps for operating.
    - He will also create latest version of “our documentation” and provide to Chamblee and Henshaw, including various accounts and means of access.
2. VHS conversion project.
  - **Legeros** plans to convert some older RFD video tapes to DVD.
  - **Chief Mizell** has offered use of his VHS > DVD transfer machine.
  - No time frame, between now and whenever.
3. E-mail update to troops?
  - **Legeros** drafting note to troops, with an update including:
    - Total visitors in 2013 to museum.
    - Link to planning survey.
    - Note about combined campaign total.
    - Note about “how to sign up, renew, donate money”

- Mention of meeting/museum schedule.

4. Day with RFD.

- Second “Day with Raleigh Fire Department” planned for this year.
- September suggested as ideal month, repeating last year.
- Prefer second Saturday of month if available.
  - **Henshaw** will contact Training, to inquire about their calendar.
- May incorporate some new elements this year, such as inviting some non-fire historical vehicles.
- **Henshaw** is leading the planning.

**Next Meeting**

Monday, April 7

Station 16

A platoon