

Raleigh Fire Museum

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



Monthly Staff Meeting Minutes

Date: April 7, 2014

Time: 7:00 p.m.

Location: Station 16

Present: Chamblee, Henshaw, Legeros, Barefoot by phone

Minutes Approval:

- 1) March 8, 2014

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,116.18
 - b. Reserve funds (savings): \$ 3,940.91
 - c. Engine 1 funds (savings): \$ 422.06
- 2) Recent expenses:
 - a. QuickBooks monthly rate: \$10.36 (for first twelve months).

Museum Business:

- 1) Regular schedule.
 - a. Saturday, April 12 - B platoon
 - i. Staffing
 1. Chamblee opening.
 2. Second slot still available. Legeros out of town, Henshaw not available, Barefoot working call back that day.
 - b. Saturday, May 10– B platoon
 - i. Staffing
 1. Legeros opening.
 2. Need second person.
- 2) Special events.
 - a. Wednesday, May 7 – Retiree luncheon
 - i. Staffing
 1. **Legeros** will be there for pictures, and can assist.
 2. **Henshaw** can staff after his staff meeting that day, around noon.
 3. Will **Walters** or **Wall** be there? Can they assist?
 4. **Barefoot** may be available to assist.
 - b. July – South Atlantic Fire Rescue Expo
 - i. Booth payment due in May.
 1. **Legeros** will send check.

- ii. **Legeros** and **Henshaw** creating list of museum contacts, to invite materials and/or staff for participation/inclusion.
 - 1. **Henshaw** providing input on contacts to Legeros this week.
 - 2. **Chamblee** can assist with process of contacting entities.
 - iii. **Legeros** proposal for history talk rejected. He is co-presenting for a talk on social media, however.
 - c. September/Fall – Day with RFD
 - i. **Henshaw** is awaiting proposed dates, from training staff.
- 3) Equipment/clothing
 - a. No updates from Harkey, on vendor-supplied work shirt concept.
 - b. Group discussed designing/creating simple t-shirts.
 - c. **Henshaw** has designer/vendor contacts that could produce t-shirts in about two weeks.

Apparatus Business:

- 1) Antique apparatus updates.
 - a. MOA adopted by museum last month.
 - b. **Henshaw** will send a copy to Operations and Services chief.
 - i. Provide as FYI, and please advise if there are facts that we'
- 2) Engine 1 updates.
 - a. **Henshaw** will check on status of parts being ordered.
- 3) Antique committee work day.
 - a. Chamblee related that the antique committee led by Capt. Ezzell has a work day planned tomorrow (April 8) at Station 28, to perform routine maintenance.

Membership Business:

- 1) United Way/Combined Campaign updates.
 - a. Direct deposit forms submitted.
 - b. First disbursement in April.
 - c. Group discussed and approved also providing memberships or renewals to all donors.
 - d. **Legeros** will print letters and/or certificates as needed.
 - e. He will notify Chamblee with any renewal dates.
 - f. **Henshaw** can assist with mailing, via inter-office mail as needed.
- 2) Renewals
 - a. Two received in wake of RFD DL museum update.
 - b. Renewal notices needed, and regular schedule for same.
 - c. **Need an action owner/plan here.** (Forgot to discuss. Legeros will talk with Chamblee on this.)

Old Business

- 1) Bookkeeping / QuickBooks
 - o QuickBooks online account purchased, established.

- Electronically queries our bank accounts, and automatically transfers transaction records.
 - Least-expensive version, with fewest functions.
 - We can upgrade to add such features as writing payroll checks.
 - **Legeros** is current administrator.
- 2) Survey to membership for organizational needs.
 - Group reviewed responses.
 - Handful [exact] of firefighters expressed interest to participate.
 - Group discussed means of leveraging participation.
 - Send introductory e-mail, to each.
 - **Legeros** will draft
 - Create mailing list, for those people, as well as current/renewed museum members.
 - Use mailing list to communicate minutes, meetings, museum dates, staffing needs, special events.
 - **Legeros will create.**
- 3) Patch
 - **Henshaw** has a designer friend who is working on a design.
 - Could be incorporated into a t-shirt design.
- 4) New gmail address for museum / retiree mailing list.
 - **Legeros** has action item to document operation, and any other operational doc needs.
- 5) VHS conversion project.
 - **Legeros** obtained two VHS/DVD conversions from training.
 - He converted one to mp4 format, and posted to museum YouTube site.
 - He's planning to continue project, and make use of Chief Mizell's offered VHS/DVD transfer machine.

New Business

- 1) Charity donations
 - a. Discuss donating money for charitable causes, in context of recent department fundraiser.
 - b. Concerns raised included:
 - i. We have solicited donations with stated purpose of operational costs. Might be wrong to then spend such monies for non-operational purposes.
 - ii. What's the scope/range of charitable causes, with regard to people? Department members, museum members, spouses, children, extended family, etc.?
 - iii. What would be the impact of "picking and choosing," for those with hardships who did not receive recognize/donation from the museum? How would they feel and regard our organization as a result?
 - c. Suggestions to move forward included:
 - i. Create an additional savings account, for the purpose of a "charity fund" or "memorial fund."
 - ii. Create a list of criteria for using the fund, with the RFD flower fund as one source. **Barefoot** will find documentation on same.
 - iii. Create a list of steps or actions for the organization to perform, in the event a member of the museum passes away, or has other criteria-based hardships.

- iv. Modify marketing materials to specify “do you want your donation to be used for Operational Funds or the Memorial Fund?”
- v. Encourage museum staff and memberships to personally give to causes and charities as needed.

2) Station 3

- a. **Legeros** provided update on legacy Station 3.
- b. The Fire Chief continues to have the goal of retaining the building as a fire museum, with the model of a private foundation or LLC involved or perhaps leading the project.
- c. Building condition and restoration costs, as well as the small lot size, would impact the scope of such a project.

3) Survivor bracelets

- a. Firefighter Shannon Haeck has offered to make hand-braided “survivor bracelets” for the museum to sell as a fundraiser.
- b. Group approved of request, but requires a bit more information before implementation.
- c. **Chamblee** will ask Shannon some questions, including:
 - i. What does she want to call them/brand them as, by name?
 - ii. What sort of compensation would she accept?
 - 1. Museum paying materials cost?
 - 2. Museum giving donation letter, acknowledging materials/time donated by her?
 - iii. What quantity, color(s), production time(s) was she thinking about?
 - iv. Does she want to assist with marketing them, point-of-sale, or even mail order fulfillment, if sold on our web site?
- d. Photo:



Next Meeting

Monday, May 5

B platoon

Location: Museum

