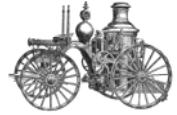


# Raleigh Fire Museum

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



## Monthly Staff Meeting Agenda

**Date:** August 12, 2014 – Postponed from August 4

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

**Location:** Museum

**Present:** Chamblee, Harkey, Legeros

### Minutes Approval:

- 1) July 14, 2014

### Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 3,672.78
  - b. Reserve funds (savings): \$ 3,944.18
  - c. Engine 1 funds (savings): \$ 422.41
- 2) Recent/upcoming expenses:
  - a. Expo signage: \$133
  - b. A/B store fixtures: \$38.96
  - c. Photo cards for Expo, museum: \$13.88
  - d. Flip book printing for Expo: \$11.31
  - e. Poster for museum: \$15
  - f. Quarterly sales tax: \$25.89
- 3) Action items:
  - a. Change designation of “Engine 1” fund to “Antique” fund, in advance of apparatus purchase.
  - b. Group approved this concept/purpose of our second savings account.

### Museum Business:

- 1) Regular schedule.
  - a. Saturday, August 9 – A platoon
    - i. Staffing
      1. Jeff Harkey staffed
      2. David Boyette assisted.
      3. Seventeen visitors, five shirts sold.
  - b. Saturday, September 13 – C platoon
    - i. Staffing?
      1. Can Chamblee be detailed to assist? **Legeros** will send request to Chief Ronny.
      2. **Legeros** will assist as second person.
- 2) Special events.
  - a. July/August – City summer camp tours

- i. **Henshaw** requested to provide recap/summary at future time.
- b. July – South Atlantic Fire Rescue Expo
  - i. **Legeros, Chamblee, Harkey** discussed the expo.
  - ii. Museum booth and our presence was a success.
  - iii. Visitors came to talk shop, learn about RFM, learn about other museums, or watch slideshow of old photos.
  - iv. Staff included five helpers: three from other museums, one friend of Henshaw, and wife of Legeros.
  - v. Staff did not include Henshaw, who was pulled at last-minute for RFD duties.
  - vi. Location beside NCFFF booth was good.
  - vii. Total cost of booth, including fee, signage, and materials: ~\$300
- c. October 11 – Day with RFD
  - i. **Henshaw** requested to provide update at future time.
  - ii. Group discussed go/no go determination.
  - iii. Staffing shortage might necessitate canceling plans.
  - iv. And/or, staff members unexpectedly pulled into fire prevention week duties.
  - v. Also note, Legeros will be out of town that weekend, and out of town for two weeks some days before that weekend.
- d. Expo as annual museum “special thing”
  - i. **Legeros** offered observations about antiques and steamer at expo.
  - ii. Perhaps the museum should make a “special thing” at the expo, next year and in future years.
  - iii. Instead of a day out concept, perhaps.
  - iv. Critical mass of “fire stuff” already happening during expo.
  - v. Would RFD help be more readily available, would promotion be easier, would more built-in audience be there?
  - vi. Or would museum staff be stretch even more thinly, notably if also staffing a booth, and participating in parade, etc.?
  - vii. Something to think about.

### 3) Station 3

- a. Fire Chief still planning to convert current station to museum facility.
- b. Land acquisition underway for new Station 3.
- c. Probably a couple budget years away from opening. Maybe FY16?

### 4) T-shirts and Identification

- a. **Rehbock** has a pending action item, to offer ideas on museum t-shirts.
- b. **Harkey** has resumed his action item, to investigate corporate-sponsored (and free) museum uniform “work shifts.”
- c. Group discussed other shirt concepts, such as a simple t-shirt with large words “MUSEUM STAFF” on back.
- d. **Harkey** offered suggestion, from his Saturday experience of staffing, of issuing lanyard-based identification cards.
  - i. Cards would have each staff person’s name, and some graphic treatment.
  - ii. Could also include a photo/head shot.
  - iii. Would help visitors identifier the staff members, particularly when a lot of people are there.
  - iv. **Legeros** will ask contact with RFD if they can help.

- v. Harkey has contact with NCSFA, if needed, for help.

### Apparatus Business:

1. 1936 ALF
  - a. **Henshaw** requested for updates.
  - b. Group discussed budget for purchase.
  - c. Group approve \$1,000 allocation, for initial purchase funds.
2. 1960 ALF
  - a. Siren light lens cracked on July 16, 2014.
    - i. Station personnel moving rescue boats, struck the light.
    - ii. **Henshaw** requested for input on next step.
    - iii. Note that the museum has a siren light on display in museum?
    - iv. Can the crack lens be swapped out, even if it's in a couple pieces?
  - b. Battery/wiring update.
    - i. Henshaw and Chamblee did some testing recently.
    - ii. More testing needed, maybe with another battery.
    - iii. Rebuilt starter to be checked closely. Was it rebuilt incorrectly?
3. RFD antiques
  - a. 1988 Pierce was due to be moved to Station 28.
  - b. What does the current configuration look like at the station?
  - c. **Legeros** (or others) will take a ride out there, to see and send back pictures.

### New Business

1. Challenge coins.
  - a. Museum has only a few RFD challenge coins remaining.
  - b. Group continued discussion started among staff last week, on whether more should be ordered, or museum should pursue own coins.
  - c. Museum should have own coin, instead of reissuing RFD coin.
  - d. Coins should be bundled with a purpose, to help get others interested in both buying and helping sell.
  - e. Museum coins could be debuted as fundraiser for 2015 RFD ball.
  - f. Graphic of the steamer on one side would be great.
  - g. What about special or limited coins issued for specific apparatus? Such as when we buy a truck, we could create a coin with its image on one side. Use for raising funds.
  - h. Then do it again, for another specific truck. Or for a purpose, but that particular coin features a different truck.
2. Advertising budget?
  - a. Idea: Purchase Facebook page promotions, to drive more people to museum FB page, to drive more visitors to museum.
  - b. Group discussed this idea, but declined any action.
  - c. Group discussed other online methods to increase foot traffic to museum.
  - d. **Legeros** will investigate and begin regular usage of:
    - i. News & Observer event listings.
    - ii. Craigslist event listings.
    - iii. Popular "soccer mom" site.

- iv. Etc.
- 3. September meeting
  - a. Postpone, due to holiday weekend?
  - b. Group agreed to postpone.
- 4. Future meetings
  - a. First Mondays of month are proving challenging.
  - b. Reschedule to another day of month?
    - i. What days of week are best for all?
  - c. Approve for remainder of year?
  - d. No decision made.
  - e. **Legeros** will query everyone via e-mail, for additional input.

### **Old Business**

- 1. Book event.
  - a. **Legeros** provided update.
  - b. After conferring with Fire Chief, decision reached that neither city facilities nor the museum are a good choice for the requested book event.
  - c. Museum remains willing to have the author as a visitor during a regular monthly opening, and to promote their visit as part of regular promotion.
  - d. Legeros communicated same to the parties that inquired.
- 2. Procedures for adding volunteers.
  - a. **Legeros** working to find samples from other museums.
  - b. Still working on this.

### **Next Meeting:**

Monday, September 8 (postponed one week from September 1)

Station 28

"B" platoon