

Historic Carter House Society Inc.
Meeting Minutes
October 3, 2011

Melanie Irwin, President, called to order the meeting of Historic Carter House Society, Inc. (HCHS) held at 2:00 PM.
Attendance: Vickie Robinson, Melanie Irwin, Sharon Lietzke, Beverly Burgess, Clyde Trevathan, Carolyn Trevathan

Old Business

1. Motion passed to approve meeting minutes from September 13, 2011
2. Upcoming Carter House use –
 - a. October 5 – Interior only, 9:30 AM – 1:30 PM; Gerhardt, tables/seating for 30 will be needed. Melanie will get fee schedule balance and form signed
 - b. October 29 – Resident Halloween Party, Sharon is HCHS contact
 - c. November 13 – Pretus shower, cleanup from Halloween party will be needed. Sharon is HCHS contact.
 - d. November 18 – 6:30 – 8:00 PM HCHS Wine Tasting membership kickoff. Vickie has lead.
 - e. December 3 – Livingston Parish Historical Society, Vickie in HCHS contact.
 - f. December 9, 10, 11 – Christmas Open House, Sharon has lead.
 - g. December 13 – Livingston Parish CVB Christmas luncheon. Sharon is HCHS contact
 - h. January 14 – Burgess family wedding. Beverly is HCHS contact.
3. Cooperative Endeavor Agreement (CEA) – with CDD legal.

New Business

4. Clyde Trevathan, CPA answered questions about tax deductions
 - a. For donations of \$250 or more HCHS will send letter of acknowledgement to donor. Vickie has sample.
 - b. Deduction cannot be used if funds are provided for Carter House rental.
 - c. Membership fees are deductible.
 - d. Beverly looking into Livingston Parish class action lawsuits left over monies.
 - e. Silent auction items are deductible for winning bid amount.
5. Brochure/postcard of Carter House and Open House ad – Melanie will check with Wanda on status.
6. “Gift Shop” merchandise – Vickie brought note cards with Carter House sketch on front, posters are in Carter House.
7. Liv Parish CBV Grant – Melanie will write thank you note. Monies will be used for upcoming membership kick off and fund raisers.
8. Repair List & priority – Beverly will get electrician to fix front porch lights and other minor issues.
9. House cleaning responsibility – Beverly has responsibility for house, Wanda for Guest Pool House.
 - a. Beverly has been paying but cleaning will now come from house rental fees.
10. “CARTER HOUSE” on historical marker sign – extra letters ordered, Sharon will get MJ to install once letters are received.
11. Copy of fee schedule in Carter House – Vickie will update and send to Sharon for posting on website and inside of house.
12. Logo – most members favor using existing Carter Plantation logo but concerns exist among board members.
13. Email – Melanie will change tag on email “from” to Historic Carter House Society.
14. General Liability insurance application will be filled out once CEA is signed.
15. Sharon will order checks and get information about credit card swipe mechanism for donations.

Other:

16. Wine tasting/membership kickoff discussion – Vickie is coordinating. Contact information for businesses throughout Livingston Parish is needed. Silent auction items are needed.
17. Christmas Open House – Sharon will be coordinator. Meeting on October 24, 2:00 PM at Carter House.
18. Next HCHS Meeting – December 1, 2:00 PM