

Historic Carter House Society Inc.
Meeting Minutes
October 24, 2011

Melanie Irwin, President, called to order the meeting of Historic Carter House Society, Inc. (HCHS) held at 1:00 PM.
Attendance: Vickie Robinson, Melanie Irwin, Sharon Lietzke, Beverly Burgess, Carolyn Trevathan, Wanda Loupe

Old Business

1. Motion passed to approve meeting minutes from October 3, 2011
2. Liv Parish CVB Grant - \$5000, thank you note - DONE
3. "CARTER HOUSE" on historical marker sign, fix walk way tile – MJ \$125 – DONE
4. Change tag on email "from" to Historic Carter House Society - DONE
5. Copy of fee schedule in Carter House - DONE
6. Checks/checkbook ordered and received (501c3 added to bank account) \$103 – DONE
7. Postcard of Carter House - Wanda/Coco – DONE
8. Cooperative Endeavor Agreement (CEA) –CEA is on agenda for Oct 24 CDD meeting.

New Business

9. Scheduling of Carter House – according to CDD legal, until CEA is signed, notification of each scheduled event must be approved by CDD board. A straw poll is accepted and email from each CDD board member must be received.
10. Wine Tasting – Vickie passed around list of received and potential auction items. Getting good response from businesses. Bill Pananos, Crescent Distributing has been great resource. Carter Plantation Dining will assist in catering/serving. Security guard hours changed to work around event.
11. Insurance –
 - a. Reviewed General Liability quote and discussed. According to insurance data gathered for non-profits, we can put off Gen Liability until CEA is signed. Need to have CDD add HCHS as additionally insured on CDD Gen Liability (this maybe enough).
 - b. Waiting on D&O quote. According to insurance data gathered for non-profits, we should not need until HCHS has employed personnel.
12. Christmas Open House –
 - a. Flyer – Review/update of flyer. Sharon to get with Coco and Wanda for updating.
 - b. Tickets – Wanda to get tickets printed. Ticket locations – Patenotte Christmas Store, CP Pro-shop.
 - c. Publication – Review of pricing for Newspapers. Will advertise in Liv Parish News, Hammond Star, Country Roads Magazine. Sharon will add event to as many free publication calendars as possible.
 - d. Banners – Sign World quote reviewed, will also look online.
13. House cleaning during December – Beverly checking on price to clean kitchen, dining and bathrooms after Christmas Open House decorations are displayed. Wanda has contact that will clean for \$100.

Other:

14. CPCA Annual Membership Meeting – November 10, Melanie to give intro of HCHS and mission
15. Wine Tasting – November 18
16. Christmas Open House – Decorations to start November 21, 1:00 PM.
17. Next HCHS Meeting – December 1, 2:00 PM