

Historic Carter House Society Inc.  
Meeting Minutes  
November 15, 2011

Sharon Lietzke, Secretary/Treasurer, called to order the meeting of Historic Carter House Society, Inc. (HCHS) held at 2:00 PM.  
Attendance: Vickie Robinson, Sharon Lietzke, Beverly Burgess, Carolyn Trevathan, Wanda Loupe

Old Business

1. Motion passed to approve meeting minutes from October 24, 2011
2. Cooperative Endeavor Agreement (CEA) has been signed by all parties, Sharon to get copies to CDD secretary
3. Email has been changed to carterhousesociety@gmail.com
4. Authority to use existing CP Logo granted by Carter Plantation General Manager

New Business

5. Resignation letter accepted and voting for new offices with motion passed to accept:
  - a. Vickie Robinson – Interim chair
  - b. Wanda Loupe – Vice chair
  - c. Carolyn Trevathan – Treasurer
  - d. Sharon Lietzke – Secretary
  - e. Beverly Burgess – Director
6. Beverly brought copies of history booklet for “gift shop” items. Cost will be \$2 or 2.50.
7. Wanda brought copies of 4 x 9 brochures, Sharon to bring to Tourism Office. Tiki Zip line and other business have requested brochures for display in lobbies.
8. Finances – Sharon turned over check book to Carolyn and will bring deposit book and check stamp to Carolyn.
  - a. Checks written:
    - Wanda reimbursement of printing brochures & tickets for open house (grant \$)
    - Advertising in Newspapers for open house, Liv Parish news, Country Roads, Hammond Star (grant \$)
    - Carter Plantation for wine (non-grant)
  - b. Carolyn to get \$100 change for cash box
  - c. Sharon ordered signs for Historic Carter House, watercolor by Cleve Smith will be used.
9. Wine Tasting – Vickie has good handle on event. Review of catalog and display of items discussed. Volunteers will assist with setup on Thursday 3:00 PM and Friday 2:00 PM.  
Items needed: wine openers  
Volunteers:
  - 50/50 – Susan
  - Catalog & directing guests – Beverly
  - Clip Board w/membership form – Sharon
  - Food Servers/Wine Servers – 5 for each room (music, wildlife, boston, bride and sunroom.
  - Check/cash – Carolyn
  - MC – Bill Rose
10. Christmas Open House –
  - a. Ads starting to appear in publications
  - b. Tickets have been delivered to Patenotte Christmas Store – 5 books, CP Pro shop – 5 books, Jennifer Drude – 1 book
  - c. Decorating will start Thanksgiving week
11. Vickie and Sharon working on binder with all HCHS corporate documents.
12. Carter House use: Sharon attended shower and small dinner held at Carter House and everyone very supportive and complimentary on condition of house. A potential booking for birthday party resulted from small dinner.
  - a. Nov 18 – Wine Tasting
  - b. Dec 3 – Liv Parish Historic Society
  - c. December 9, 10,11 – Christmas Open House
  - d. December 13 – Liv Parish Tourism Board
  - e. December 25 – Feneck Christmas lunch
  - f. December 31 – CPCA New Years Eve Party
  - g. January 14 – Burgess wedding

Other:

13. Christmas Open House – Decorations to start November 21, 1:00 PM.
14. Next HCHS Meeting – December 1, 2:00 PM