

Historic Carter House Society Inc.
Meeting Minutes
December 1, 2011

Vickie Robinson, president, called to order the meeting of Historic Carter House Society, Inc. (HCHS) held at 4:00 PM.
Attendance: Vickie Robinson, Sharon Lietzke, Beverly Burgess, Wanda Loupe; Quorum met

Old Business

1. Motion passed to approve meeting minutes from November 15, 2011
2. Updated checking account signature card - DONE
3. Wanda to drop 4 x 9 brochure at Livingston Parish Tourism Office
4. Wanda to check with John Loupe on status of General Liability Insurance and HCHS as additional insured. Application has been sent to insurance company.

New Business

5. Checking account status – deposit has been made from Wine Tasting fund raiser, Carolyn to write check for reimbursement to Vickie.
6. Beverly will be making improvements to the house in preparation of the upcoming wedding. Suggestion for Beverly to get list and send to HCHS board for funding.
 - a. Electrical – move light from Bride room to dining and put donated crystal chandelier in Bride Room.
 - b. Hot Water for kitchen – all members agree to purchase and get plumber to install small hot water heater for under kitchen sink.
 - c. Paint touch up.
7. Wine Tasting Overview
 - a. Everyone seemed to have a good time and went home with great gifts.
 - b. Letters to donors with donations over \$250 has been emailed.
 - c. Letters to bid winners that paid over market value has been emailed.
 - d. Wanda to put extra white wine in pool house, Vickie has extra red wine.
8. Christmas Open House
 - a. Flyers will continue to go out to businesses, Vickie will take care of Ponchatoula.
 - b. Crystal Neel, Interior Decorator, has volunteered to decorate the Boston Room.
 - c. Cleve Smith will drop off a few prints to display during Open House. Wanda to meet Cleve at house on Friday.
 - d. Front door, music room, wildlife room, sunroom and bride room are complete. Dining and Boston room underway. Gloria Pender and Susan will assist in dining room.
 - e. Walk through of talking history will be Tuesday, Dec. 7. Talking history will be in Music, Bride and dining room.
 - f. Goodies: due to restriction, Headstart kids will get stocking & candy canes. All other kids will get candy canes and cookies. Adults will get cookies and tea/refreshments.
 - g. Carolyn will get change for money box.
9. Wanda will look into getting donated vacuum. If not, all members agree to purchase new for house cleaning.
10. Vickie will talk to Springfield High School principle about use of Carter House for graduation and prom pix. There will be no charge for graduation pix but for prom pix a minimal charge. All use MUST be scheduled so conflicts are kept to a minimum.
11. Idea mentioned to contact local photographers to get word out that the Carter House can be used for photos.
12. Vickie will take over putting binder together with all HCHS Corporate documents.
13. Grants – need to start looking into what grants are available and applying. Vickie will make contact with Louisiana Preservation.
14. Carter House use:
 - a. Dec 3 Tours – Bercen (Melanie Irwin) and Liv Parish Historic Society (Beverly)
 - b. December 9, 10,11 – Christmas Open House
 - c. December 13 – Liv Parish Tourism Board
 - d. December 25 – Feneck Christmas lunch
 - e. December 31 – CPCA New Years Eve Party
 - f. January 14 – Burgess wedding

Other:

15. Next HCHS Meeting – January 26, 2012 4:00 PM