

Historic Carter House Society Inc.

Board Meeting Minutes

November 4, 2016

Vickie Robinson, Chairman, called to order the meeting of Historic Carter House Society Inc. (HCHS) held at 30325 Carter Cemetery Road, Springfield, LA at 2:07 PM. Members in attendance were: Vickie Robinson, Annette Fothergill, Linda Simoneaux, Carol Lamm and Andy Turcotte.

OLD BUSINESS

Vickie asked if everyone had a chance to review the minutes of the October 7, 2016 meeting. Motion made to approve minutes with Vickie's changes by Linda and seconded by Carol. Approved by all.

NEW BUSINESS

The Financial Report - Linda Simoneaux provided an Income Statement via email to all board members. Linda advised that the bank balance as of October 31, 2016 was \$12,175.83. An additional donation check of \$200 was received from Mr. Lentz. and deposited on 11/1/16. The current balance is \$12,375.83.

Carter House Restoration Project Started Prior to Flood

Vickie will talk to the contractor (Ryder & Ryder) to see when he will be able to finish the work started prior to the flood.

Spending Grant – LGAP Grant from State - \$1310.00

Heather Crain advised that we were approved for a \$1310 LGAP grant. Vickie explained the way the Grant works is we file after we have paid for the work and send invoices and cancelled checks to the state for reimbursement. Heather also told Vickie that we were being put in for a \$6,000 grant next year.

Flood Damage to Carter House –

AC/Heating duct work repairs have been completed and will be paid for by the CDD.

The quote from Lloyd's Refrigeration (Keith Meissner), to replace the Dining Room/Kitchen AC Compressor only, would be \$1,200. To upgrade the unit to the correct size (3 ½ ton) and replace would cost \$4,990. The CDD had gotten a bid to repair the duct work and replace all three of the AC units. All work on this quote was combined and totaled \$33,700.

Linda asked if we needed to get two more quotes to meet the FEMA guidelines. Linda will get a quote from Nick's Heating and Air Conditioning and Vickie will get a quote from Berthelot's Heating and Air Conditioning or her AC guy. We will try to get these quotes this coming week, so Vickie has them for the CDD meeting on Monday, November 14th. Vickie will attempt to get the CDD to pay half the cost and the HCHS will pay the other half.

Flood Damage to Pool House –

Work was started on gutting the Pool House. It is unknown if the mold treatment has been done. Vickie said all of the appliances are still in the Pool House and the refrigerator has not been cleaned out to her knowledge. Carol brought up the loss of revenue while the house is waiting for repairs.

Status of pond restoration –

Work on the pond is still progressing. Mike Sharp told Ricky Juban (CDD) that he was going to get a quote to remove the tree that has fallen in the pond after the flood. Vickie notified Mike Sharp that three quotes are required on the tree removal for a FEMA allowance or grant. Vickie has already gotten one quote from Frank White and she will get Frank to send it to Mike.

2016 Fundraisers

Silent Auction – November 12, 2016

Grant

-Vickie has requested a grant from the Livingston Parish Convention & Visitor's Bureau to help pay for the Silent Auction expenses.

Auction Catalog

-Vickie showed everyone a copy of the Auction Catalog Booklet from the last auction which describes each item. She plans on doing the same thing for this auction and will seek Annette's help if needed.

Food & Drinks

-Annette has 15 bottles of red wine. Vickie said there are some bottles of white wine in the refrigerator that we could also serve.

-Andy will furnish three different beers. He needs 8 sq. feet of space to set up and it was decided the bar area would work. Vickie purchases 7 oz. cups for the beer. Andy will arrive at 5:15 to set up.

-Vickie furnished an estimate of costs for advertising, printing, supplies and food. Annette thought she might be able to get better prices on some of the food at Sam's. She is going to Sam's this week and will purchase items that are cheaper than what is priced on Vickie's list. She will notify Vickie of items she purchases

Paper Products

-Vickie did an inventory of supplies at the Carter House and purchased additional items as needed.

Decorations

-Vickie purchased supplies that she will use for table decorations.

Set Up for bidding on Auction Items

-Vickie furnished a proposed Program for the Silent Auction from 8 to 9:30 PM time frame.

-Vickie furnished a list of Auction Items received so far and those that we may possibly receive.

Linda pointed out the donations she received from Dorothy Sledge were not included on the list.

-Vickie said we will have auction items spread around through the house like last time.

- Vickie suggested Linda set up at the front door to collect/sell tickets.
- Vickie advised that Bill Rose will not be able to be MC this year. Linda asked about Becky April, the backup that Vickie suggested at the last meeting. Vickie doesn't remember that or recognize the name, but both Linda and Annette remembered that Vickie had someone as a possible backup. Linda possibly wrote down the wrong name. Vickie said she would find someone to be MC.
- Annette asked what we would do with items that do not get bids. Annette suggested we open up those items to the people for their best bid and it would be up to the HCHS if we accept it or not.
- Linda brought up an idea for a door prize table that she seen at another function. You can sell tickets for door prizes. At the end of the night, you pull the numbers and the people go to the table and select whatever item from the table they want.
- Vickie asked if anyone has ice chests. Linda has one. Vickie may purchase a Styrofoam ice chest so there will be a small ice chest to have in the room where the white wine will be served. The Styrofoam chests are very cheap and we can keep them at the Carter House for future use.
- Vickie has send articles to the newspapers to advertise the event. So far, ticket sales have been extremely slow.

Printing tri-fold brochure –

Vickie will have these printed after the Silent Auction and before the Christmas Open House

Annual Membership Meeting Date –

It was decided to have the annual membership meeting on Sunday, December 11th after the Christmas Open House

Review of upcoming Schedule for Cater House

- December 4 Christmas Open House to the public
- December 9 Head Start Christmas Open House
- December 10 Angele Pierce Franklin
- December 11 Christmas Open House to the public
- December 11 Annual Membership Meeting
- December date unknown – bridal photographs to be taken by photographer Amber Coats

Linda said to add the next CDD meeting Monday, November 14th.

Linda suggested we set up a date for the Christmas Decoration Meeting since we will only have three weeks to get the house decorated between the Silent Auction and the Open House.

It was decided we would meet on Sunday, November 13th to select rooms to decorate, pull down decorations and identify who would decorate what room.

Next HCHS Board Meeting will be Friday, December 2nd at 2 PM.

Vickie adjourned the meeting at 4:00 PM.