

## **Historic Carter House Society Inc.**

### *Board Meeting Minutes*

*February 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 2:10 PM. Members in attendance were: Vickie Robinson and Linda Simoneaux - Shelly Simmons was not available to attend in person so she participated via conference call.

Vickie asked if everyone had a chance to review the minutes of the September 29<sup>th</sup> and December 6<sup>th</sup> meeting minutes. Linda requested that Vickie add in discussion on the barn that Linda is opposite due to financial reasons. With that addition Linda made the motion to accept both sets of minutes and it was seconded by Shelly, and approved by all.

### ***OLD BUSINESS***

#### Christmas Open House – Post Event Discussion

Since we had so few visitors on Saturday of the open house, Vickie suggested we change the Christmas Open house from opening on one weekend (Saturday & Sunday) to opening on two weekends on Sunday only. The Board agreed we would give this change a try for the 2016 Christmas Open House.

Tri Fold Brochures – The original brochures were ordered by Wanda Loupe from a company in Baton Rouge. We discussed and agreed on using a printing company closer, in either Ponchatoula or Hammond. Vickie showed us an example and suggested we do a black and white tri-fold that we can fold to save money and would fit in the outdoor bin provided by Shelly. Vickie said she plans on still ordering color brochures to give out at events and for LCVB. Vickie will check with local printing companies for quotes.

### ***NEW BUSINESS***

The Financial Report - Linda Simoneaux advised that as of January 31, 2016 our bank balance was \$10,047.97.

2016 Membership - So far, we have a total of 23 memberships of which 16 are family and 7 individual. Vickie said she was asked what being a member involved. Vickie will send out a new email clarifying what being a member entails.

Restoration Work – Vickie advised that kitchen ceiling repairs have been completed along with fixing some fallen tiles off roof. Vickie has noticed another slate roof tile needs to be reset over sunroom. She will contact Ryder & Ryder.

Upcoming Restoration Projects - Repair the broken tiles on the walkway. Vickie gave details of what would be required. She received an estimate to do the repairs for \$750. Linda told the board that at the 2016 Golf Tournament meeting, John Munding recommended the 2015 golf

tournament money be used to repair/replace the walkway while more estimates and options for the pond are being considered. Vickie said she has already received a quote to take up a portion of the tiles outside the front gate and use them in place of the broken tiles. The cost will be \$750.00 and the contractor said he should be able to make the repairs before we have an event scheduled for February 13<sup>th</sup>. Since the broken tiles are a safety hazard, she suggested we proceed with the bid we have in hand. Shelly made the motion that we accept the \$750 bid and proceed with the work and this was seconded by Linda, and approved by all.

Regarding the CPCA project to fix the pond, it was discussed that we would prefer the CPCA to add the 2016 Golf Tournament proceeds to the 2015 in hopes that this would provide enough money to fix the pond, since the present estimate is too expensive. Vickie suggested we have the CPCA get valid bids for fixing the pond before they decide to do some other project. Since fixing the pond was their priority project she thinks it makes more sense that they hold the money from last year and add the money from this year's tournament in order to possibly have sufficient funds to fix the pond. Vickie started to make this as a motion and Shelley said she would like to modify the motion to set a time frame for the CPCA to get valid bids. The motion was modified to ask the CPCA to get valid bids for fixing the pond by the end of May so they will know if they have sufficient funds to fix the pond, and if they do not have sufficient funds and wish to do some other project then the CPCA should meet with the HCHS Board to select another project from the HCHS Projects List. Shelley seconded this motion and all agreed. Linda said she will inform them of this decision.

2016 Open House dates – The following Sunday dates were set for having the Carter House open to the public: March 6, April 3, May 1 and 15, June 5 and 26, July 10, August 7 and 21. Linda will contact Head Start to set a date for the Easter Egg Hunt. We also need to know how many kids will be coming and what time.

Fee Schedule – After a discussion to increase Carter House Rental Fees, Linda made a motion to change the fee structure for events for \$500 to \$600; change deposit from refundable to non-refundable, HCHS members will continue to pay 50% of published rates with no deposit required, and remove rental information on pool house from form. This was seconded by Vickie and approved by Shelley via email.

Dryer – Vickie gave us the pricing she had obtained for dryers at Sears and Lowes. The pricing range was approximately \$500. Replacing the dryer has already been approved via emails, Vickie sent the email and Linda and Shelley both replied that they approved, plus Vickie spoke to Beverly by phone and she had verbally approved.

Grants – Vickie has applied for two \$250 grants and Charlie has applied for one \$250 grant from Entergy for volunteering at the Carter House.

2016 Fundraisers:

Bunko – Tentative dates of either March 12 or 19 was discussed. Vickie will check with Dianne and see if she can help and which date is good for her. If she can't work with us then Vickie will contact one of her friends about helping with the Bunko.

Flea Market – Vickie has volunteered to handle the Flea Market. She will set a date, location and seek volunteers. This will be in the April timeframe.

Golf Tournament – Linda Munding will be the HCHS representative. Since Linda Munding works and the meetings are held during the day, Linda Simoneaux will attend the meeting for her. The 2016 Golf Tournament is set for Monday, May 9<sup>th</sup>.

Belk's Charity Sale – Vickie does not have the firm date yet for the Charity sale but it is usually in May around Mother's Day.

Luncheon/Style Show – It was shown on the agenda as an event possibly in June. Vickie will check into our options for having one in the CP Ballroom.

Beer Tasting w/Silent Auction and Wine Tasting - Since the wine distributor can't hold at a site that isn't one of their customers, it was suggested we combine the beer and wine tasting events. This way we would not have to purchase as much wine. This will be held sometime in the fall. Vickie will talk to Lindsey and Andy Turcotte since they had originally discussed this idea.

Facebook Report – Total page likes as of 2/2/16 was 506.

Other Items:

Board Changes – Vickie suggested we add a second Director Position. It has been difficult getting someone to take over the Secretary position. Linda volunteered to take over the Secretary duties in addition to the Treasurer duties. Vickie made a motion to add a second Director Position and combine the Secretary/Treasurer duties. This was seconded by Linda and accepted by all.

Tangipahoa African American Heritage Museum

Vickie discussed the website for the Tangipahoa African American Museum in Hammond. She said they have an African American Trail and this would be a good opportunity to have the Carter House added. Also, on one place they list the Audubon Golf Trail courses but Carter Plantation is not listed. She also said she thought they should have something about the Carter House in the Museum. She is going to contact the Livingston Convention & Visitors Bureau about getting the Carter House added. She had a copy of their membership form which cost \$250 to be a member. This was a little high for the HCHS to join at this time.

New Supply of Checks – Linda discussed that she would need to order a new supply of checks soon and had been checking on prices. The original checks were ordered from Deluxe but they seem to be the most expensive. Walmart seems to be the least expensive but they do not include Securiguard. Vickie suggested that Linda check with the bank about ordering from them and that she should proceed with ordering the checks from whatever vendor she thinks is the best one.

Next meeting – Two dates were selected March 1<sup>st</sup> or March 3<sup>rd</sup>. Vickie will check with Shelly and Beverly and see which date is best. She will send out an email once date is confirmed.

Vickie adjourned the meeting at 6:15 PM.

<b>INCOME STATEMENT FOR HISTORIC CARTER HOUSE SOCIETY INC.</b>		
<i>January 1, 2016 to January 29, 2016</i>		
<b>INCOME</b>		
Sales (Carter House, Pool House Rentals & Phot		
Carter House	\$320.00	
Pool House	\$700.00	
Gift Shop Sales		
Cost of Sales	\$0.00	
Gross Profit		\$1,020.00
Other Income		
Donations	\$40.00	
Fundraisers	\$225.00	
Grant Income		
Membership Dues	\$620.00	
Miscellaneous		
Total Other Income		\$885.00
<b>Gross Income</b>		<b>\$1,905.00</b>
<b>EXPENSES</b>		
Expenses		
Advertising	<b>(\$175.00)</b>	
Cleaning	<b>(\$165.00)</b>	
Fund Raising Expense	<b>(\$150.00)</b>	
Maintenance		
Miscellaneous Expenses	<b>(\$50.00)</b>	
Prof. Fee Total		
Restoration Work Expense	<b>(\$2,875.00)</b>	
<b>Total Expenses</b>		<b>(\$3,415.00)</b>
<b>NET RESULTS</b>		<b>(\$1,510.00)</b>
<i>Bank Balance 12/31/15</i>	\$11,557.97	
<i>Net Results</i>	<b>(\$1,510.00)</b>	
<b>TOTAL</b>	\$10,047.97	
<i>Bank Balance 1/29/16</i>	\$10,047.97	
<b>February Deposits Made</b>		
<i>Mike &amp; Judy Sharp Dues Check 7533</i>	\$40.00	
<i>Mike &amp; Judy Sharp CH Rental Check 7532</i>	\$350.00	(\$250 plus \$100 deposit)