

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

*Meeting Minutes*

*March 19, 2014*

Vickie Robinson, Chairman, called to order the meeting of Historic Carter House Society Inc (HCHS) held at 30325 Carter Cemetery Road, Springfield, LA at 3:14 PM.

Attendance: Vickie Robinson, Linda Simoneaux, & Shelley Simmons.

### Approval of Minutes

Vickie distributed the Minutes of the October 16<sup>th</sup> meeting as well as the December 15<sup>th</sup> meeting for approval. Linda moved & Vickie seconded for both Minutes of the October 16, 2013 & December 15, 2013 meetings to be approved.

### **Old Business**

#### Co-Chairman Solicitation

Vickie brought up the fact that the co-chairman position was still vacant and that there had not been any volunteers for the position. Vickie recommended that Shelley draft an email to the HCHS Membership asking for volunteers to become co-chairman of the HCHS.

#### Quilt Trail

Vickie shared with us that Carolyn Szabados was going to put an article together for the Quilt Trail but we have not seen it yet & follow up would need to be made for an update.

### **New Business**

#### 2013 Finances

Linda distributed Financial Statement and Status of Revenues of Pool House 2013 v. 2014 (attached)

#### 2014 Current Check Book Balance

2014 Checkbook balance is \$6,928.71

#### Pool House Repairs

Vickie reported that the pool house had no thermostat for the prior week & maintenance on it was scheduled for March 21, 2014; the cost should be \$450 & the CDD will be paying for that.

Additionally, a 30 gallon hot water heater was also installed in the Carter House.

#### Fee Schedule Revisions

The group had a discussion about whether changes were needed to the fee schedule for rental of the Carter House and the grounds; discussion was had about the other competitors around the

community that also rents their venues for much higher amount like the house in Albany renting for \$2,000 per event.

It was agreed that any Fee Schedule Revisions would be considered for the next meeting and tabled until then at which time Vickie will have completed the checklist and perhaps adding a cleaning fee and hourly rates for decorating the previous day.

#### PO Box or Mail Box for HCHS

The PO Box for HCHS is \$48.00 per year and \$12 additional for keys.

It was agreed by the group that we cannot pay for this yet until we have more funds on hand.

#### Other Finances Discussions not on agenda

Vickie and Linda led the discussion about the water tap reimbursement & that we were expecting to get almost the limit of \$3,800.

Tax preparation also will cost us \$350 for the year.

### **Advertisement and Marketing**

#### Letters to Photographers

Vickie was going to send letters to some photographers about the Carter House

#### Wedding Planners Visit Carter House

Shelley brought up discussion about hosting a party at the Carter House and inviting wedding planners, bridal shop owners, etc. & having sponsors contribute for party foods and drink. It was agreed that the discussion would be tabled and an event planned for the fall.

#### Editorial & Ad in Livingston Alive Magazine

The Board Members agreed in February, 2014 to a trade in kind for Darrelyn Wilson (Livingston Alive Editor) to hold her wedding at the Carter House on February 14, 2014 in exchange for an editorial and display ad that would appear in that magazine in April.

### **Fund Raisers**

#### Easter Parade

It was decided that the Easter Parade would be held on Sunday, April 13<sup>th</sup> with Vickie directing Coco as to the details which would be \$5 for walkers in parade & \$10 for floats, with the food and beverage to follow at the rate of \$12 per person for HCHS members and CP property owners and would be limited to them and their guests only; the event will be rsvp with expenses to be incurred by HCHS for soft drinks and sandwiches; Shelley is donating Easter baskets for prizes; Coco will put together the flyer and Shelley will be responsible for distributing to CP property owners and HCHS members.

### CPCA Golf Tourney

The Golf Tourney is scheduled for May 12, 2014; Vickie is to put together the flyer for sponsorships & Shelley to distribute to everyone via email; goal will be to sell golf ball drops ahead of time & ask members of CPCA to sell but the CPCA still needs to approve all of the details & hopefully Wanda & Tammy will assist as always; corporate sponsors are needed; Vickie indicated that she would keep everyone posted when Leslie Boyd – who was in charge this year of the event – schedules the planning meetings; Vickie indicated that she asked Lessley to tweak the shirt sizes they order this year. She gave him a list of magazines, websites, and newspapers where the tournament will be promoted.

### Additional Fundraisers

Still have items that were left over from the last flea market sale and it was agreed that we would shoot for the fall to hold another flea market when it is cooler.

### **Website and Facebook**

#### Website

CPCA site is being shut down; CDD will pay for new site & Brian Jones with Mirliton Media (mirliton.net) is a consultant that is going to give us a quote by March 28, 2014 and that quote would go up for review by CDD.

#### Facebook

Shelley reviewed the data from Facebook indicating that the page has been in existence for only a short while & the likes and engagement increased dramatically when the “Love is in the Air” campaign hit right before Valentine’s Day; total likes for now at 362 and engagements as of March 19, 2014 were over 1,000 inception to date.

I was agreed to add the Civil War Re-Enactment to the next agenda.

The meeting was adjourned at 5:30 pm.

**Attachments**

**HCHS 2014 Financial Statement**

2/28/2014 Bank Balance	\$6,444.76	
3/4/2014 CH Hot Water Heater	(\$1,101.05)	C Dan Wrinkles
3/5/2014 CH Photo's	\$50	Steele
3/5/2014 PH Rental	\$700.00	Tortorch
3/5/2014 Donation	\$555	Loupe
3/5/2014 Membership	\$40	Anderson
3/5/2014 Donation	\$200.00	Robinson
3/12/2014 Membership	\$40	Pretus
Current Balance	\$6,928.71	

Status on Short Term Rental of Pool House

<u>INCOME</u>		
December	Rental Payment	\$700
January	Rental Payment	\$700
February	Rental Payment	\$700
March	Rental Payment	\$700
		<u>\$2,800</u>

<u>EXPENSES</u>		
1/7/2014	PH Heating Repairs	(\$762.88) Vickie got the CDD to pay the \$762.88 for the repairs
1/22/2014	CH & PH Plumbing Repairs	(\$205) C Dan Wrinkles Plumbing
2/12/2014	Instal 230v 30 amp ckt	(\$445) Ferrara Electric
3/4/2014	CH Hot Water Heater	<u>(\$1,101.05) C Dan Wrinkles Plumbing</u>
		(\$2,513.93)
		\$762.88 CDD reimbursed us for the PH Heating repairs
		\$555 Donations from Loupe cover 1/2 the expense of hot water heater.
		<u>(\$1,196.05)</u>
Revenue Gain	\$1,603.95	Clearing about \$400 a month.

2013 Pool House Revenue

Rental Income	\$2,450
Cleaning Expenses	<u>(\$416.68)</u>
	\$2,033.32