

Historic Carter House Society Inc.  
Meeting Minutes  
March 20, 2022

Judy Sharp, 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.

Attendance: Judy Sharp, Linda Simoneaux, Chasity Chauvin, Susan Phillips, Valerie William and Christina Volion

Minutes

The February 20, 2022, meeting minutes were emailed to board and handled out at meeting.

**Motion to approve the minutes – Linda Simoneaux**

**Second – Valerie William**

**Approved by All**

Financial Report

Financial report deferred to next board meeting.

Easter Fundraiser – Lead Valerie William

Easter Egg Hunt/Easter Bunny – Lead Valerie

**Completed items** the purchase of Bunny Outfit, Student volunteer for being the Bunny, purchased 1 container of candy (355 pieces with 48 eggs), Pattie Sollie donated 150 eggs, and Jan Husser volunteered to be the photographer starting at 1 PM.

Quantity of eggs per child – 20 each  
Candy and eggs more will be needed.

**Action Item:** Valerie to provide additional eggs that she has

**Action Item:** Chasity will purchase additional candy at Sam's.

Specific time for Easter Egg Hunt. Children 5 and below at 1 PM and children over 5 will be at 2 PM.

**Action Item:** Valerie & Chasity will check with the schools for additional student volunteers who needs service hours to help with the kids and other areas of need the day of the event.

Purchasing games to occupy the kids. Valerie shows us an Easter Game bundle from Amazon for under \$30.

**Action Item:** Valerie to purchase game bundle for event.  
Identify & mark off area of Easter Egg Hunt with tape or flags.

#### Carter House Tours - Lead

Discussion on if we will do Tours during the event. Decided we would do tours if we could get Tour Guides.

**Action Item:** Linda will see if Carol and Peggy are available to do tours.

#### Trade Booths – Lead Linda Simoneaux & Valerie William

Completed items: Emails sent to all of the vendors (15) from the HCHS Christmas 2020 Craft Fair 130 vendors from the Ponchatoula Chamber Trade Fair. Modified the application form used in 2020 and this was also emailed to the vendors.

Presently have 3 confirmed, but no application forms or money has been received. Two more have shown interest. Chasity contacted Kathleen Ables who will send a list of the Farmer's Market

Vendor Set Up Location - Will set up like the 2020 event along the driveway.

**Action Item:** Linda will check with Anna to see how much space was allocated for each vendor.

Vendor Parking – Agreement that Carter Cove along the side streets for vendors. This will leave street in the front and around side of the Carter House for visitors.

#### HCHS Booth- Lead

Will HCHS have a booth and what do we have to sell. Agreed to have booth located either under the portico or on the porch. We have 29 Tee Shirts to sell, 11 packs of note cards (more can be made), 1 ornament, 1 tote bag. The Oversized Notecards will also be sold. Judy will purchase a frame to show people what it would look like frame. Vickie Robinson has offer to make and donate wreaths that she will make for HCHS to sell.

#### Advertising- Lead Chasity Chauvin

Signs – Chasity will get 3 signs made for us to put out in the curve at Carter Cemetery Rd., the corner of Carter Cemetery Road and Hwy 22 and one other location TBD. The Sign maker will make up to three different events

that can be used with the three signs. Agreed on Christmas Open House, Easter Open House and just Open House.

Flyer – Two separate flyers will be made. One on the Kid Easter Events and it will mention the Trade Fair. A second one primarily on the Trade Fair.

Flyer will not be in color, but a pack of color paper will be purchased and used for the flyers. Valerie is working with her neighbor Wendy to create the flyers. Valerie will bring to the Springfield Elementary School and have the teachers hand out to each child. Valerie and Chasity will get these posted on Facebook (CPCA, HCHS, Springfield Schools).

Facebook – Need logon and password to access and change administrator to Chasity and/or Valerie.

**Action Item:** Linda will see if Vickie has this information.

Newspapers/Other outlets – Vickie Robinson furnished a list of contacts for the Newspaper and local publications in the area. Linda forwarded this to all the board members. Chasity will notify the Newspapers (Livingston & Daily Star).

#### Collect Fees – Lead Christina Volion

Suggestion was made that a table be set up for collection of fees.

Different color tickets could be handled out for different events (Egg hunt, Pics, Tours) and people could pay all at one time by cash, check, Venmo and PayPal.

Venmo – Valerie set up Venmo on Linda Simoneaux's phone  
Account Historic Carter House@HistoricCarterHouse.

Password: to be forward to board members via email.

PayPal – Valerie will set up PayPal on Judy's phone.

#### Refreshments- Lead

Paper products, cups and utensils will be used from spares at Carter House.

Some Easter Napkins/Paper Plates can be purchased.

Snacks for Kids – Two cute Easter theme snacks were found for the kids.

**Action Item** – Valerie and Linda will work on these special Easter theme snacks.

**Action Item** – Ask for other snack donations (cookies, cupcakes, etc.)

Drinks – Hugs juice bottles from Sams

#### Lawn, Landscaping & House Cleaning – Lead Judy Sharp

Judy will contact Frank White about the lawn and clean up of the property and Nashelly about cleaning the Carter House prior to the event.

### **Easter Decorations for the Carter House**

There do not appear to be Easter decorations upstairs except for one large stuffed bunny. We will check for cheap decorations to put in the house.

Dollar Stores – Susan will check

Dirt Cheap – Valerie will check

Reuse/Renew/Fuller Stores – Linda will check

### **Rain**

We will monitor weather forecast as it gets closer to event.

Kids Easter Events – Can they be moved indoors at the Carter House.

Trade Fair – Move out to April 23-24 weekend or May 3-4 weekend

### **New Business**

Louisiana State Form R-1048 Exemption from collection La. State Sales taxes at certain fundraising events. Judy will handle this.

Limit set for expense spending on Easter Event

Motion to set limit of \$500 for expense spending on Easter Event –

Linda Simoneaux

Second – Judy Sharp

Approved by All

Judy adjourned the meeting at 4:40 PM