

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

January 18, 2017

Open Board Meeting Minutes

Present: Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Corresponding Secretary, Hsin Cheu; Recording Secretary, Ginny Hussey; Board Members: Shanie Shields, Carol Smith and Betsy Wolfe; Curator, Sarah Meyers; Guest, Judith Dressel.

Absent:

I. Call to Order:

The January Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, January 18, 2017 at 6:01 PM by Board Chair Nancy Robertson.

II. Approval of Minutes:

There was no discussion of the December 21, 2016 Open Board Meeting Minutes. Nancy Robertson called for a motion to approve the December 21, 2016 Open Board Meeting Minutes as written and submitted. Shanie Shields made the motion to approve the December 21, 2016 Open Board Meeting Minutes as written and submitted, second by Carol Smith. The motion passed by unanimous vote.

III. The Board Chair introduced Judith Dressel, president of the Newtown Association. Ms. Dressel gave a brief update of the activities of the Newtown area and stated that they are trying to market the area more. She also stated that the housing market is improving and houses in the Newtown area are starting to sell. She stated that in June they launched their website and there is a link on the site to the Friends of Poplar Hill Mansion website. She stated that she is looking forward to working with the Friends. The Newtown Association meets on the second Wednesday of each month at 7 PM at the Mansion.

IV. Reports:

A.) Chair: Nancy Robertson

- 1.) The Bylaws were presented to the City Council at their Work Session on January 17, 2017 and will be approved at the Council Legislative session on February 13, 2017.
- 2.) A comment on TripAdvisor stated that some of the furnishings of the Mansion were not of the period.

B.) Treasurer Report: Acting Chair Sharon Murphy

- 1.) Income for December was \$708.19.
- 2.) Expenditures for the month of December was \$1,743.36, consisting of the purchase of a knife box for \$160.27, paid \$185 for Sarah's registration for the Small Museum Conference, paid \$14.66 for Maryland Sales Tax, and regular monthly expenses.
- 3.) The Balance as of December 31, 2016 was \$4,859.17. The balance as of January 18, 2017 is \$4,084.24.
- 4.) Sharon stated that the Community Foundation check for \$10,000 has been received and is listed under a separate account. This account is to be used for furnishing the Surgery Room.

- 5.) There were no questions or discussion of the Treasurer's report. Nancy called for a motion to accept the report as submitted. Betsy Wolfe made the motion to accept the report as submitted, second by Jeanne Mears. The motion passed by unanimous vote.

C.) Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions:
 - a.) Knife Box (early 1800's)
- 2.) Total Volunteer Hours for 2016: 2416.
- 3.) Total Guests for Month: 90
- 4.) Additions to the calendar:
 - a.) None
- 5.) Changes to the calendar:
 - a.) None
- 6.) Curator Remarks:
 - a.) The Mansion was closed on January 8, 2017 due to weather conditions.
 - b.) Sarah tabled at the Delmarva Bridal Showcase on January 8, 2017. She stated that one potential bride has toured the Mansion.
 - c.) The new website has been launched and is up and running. Sarah stated that the savings will be \$480 and suggested to use those savings to help defer the cost of one of the items that the City currently pays such as lawn care as a good will gesture.
 - d.) Sharon, Carol and Sarah attended a grant workshop sponsored by Maryland Heritage Area Authority (MHAA) in Crownsville. They learned that larger projects may be divided into phases. May apply for multiyear grants for a single project. Also, educational and exhibit funding are available through MHAA grants.
 - e.) Sharon, Carol and Sarah met with the Curator of the Naval Academy Museum to learn about medicinal practices of the War of 1812 or medical practices aboard ships of the 1800's. The Curator did not have that information, but stated she would research that topic and forward any information to Sarah.
 - f.) The furnace, now fixed, stopped working during the recent snowstorm. Tom Stevenson suggested that the Friends purchase some portable heaters to prevent the kitchen pipes from freezing during time of inclement weather. It was decided to purchase two portable heaters for the kitchen.
- 7.) Discussion Curator Report:
 - a.) None

V. Committee Reports:

Nancy sent out an email to the Board members asking for volunteers to chair the various committees. The Committee Chairs are:

1. Garden Committee and Membership Committee – Hsin Cheu
2. Acquisition Committee – Carol Smith
3. Mansion Improvement – Betsy Wolfe
4. Publicity & Marketing Committee – Shanie Shields
5. Hospitality – Jeanne Mears
6. Budget & Finance – Sharon Murphy

A.) Publicity & Marketing: Shanie Shields

- 1.) Shanie to compare contact information lists with Sarah and form a master list.
- 2.) It was suggested to place Poplar Hill Mansion brochures at all venues, such as Pemberton, Chipman, Wicomico County Library and bridal shops and to advertise those venues at the Mansion.
- 3.) Sarah to check with the Wicomico Tourism office to see which month the Friends is scheduled to host a showcase there and what items she will need to place in the showcase.
- 4.) It was suggested to contact Greg Basset to be featured on a segment of *One on One*.

B.) Hospitality: Jeanne Mears

- 1.) No report

C.) Garden: Hsin Cheu

- 1.) Shanie suggested contacting Parkside High School to have students perform their community service hours working in the gardens at the Mansion. It was also suggested to contact the City to ask some of the Summer Youth Program participants to maintain the gardens.
- 2.) Nancy has contacted Ginny Rosenkranz, of the Wicomico County Extension Office, to give a presentation on what type of medical herbs and plants Dr. Houston might have used.

D.) Membership: Hsin Cheu

- 1.) Shanie has contacted a younger friend from the Western Shore and asked him to become a Board member in order to form a connection. Shanie stated that we need to recruit younger Board members in order to have a succession plan in place.

E.) Mansion Improvements: Betsy Wolfe

- 1.) Will discuss creating a strategic plan at the yearly retreat.
- 2.) Betsy has contacted Brasure's Carpet Cleaning, need to schedule a time for an estimate for each carpet. Brasure's offered a 30% discount.

F.) Acquisitions: Carol Smith

- 1.) Knife Box

G.) Budget & Finance: Sharon Murphy

- 1.) None

VI. Old Business

- 1.) Carol made a motion to move forward with the plan to order a custom made floor covering for Dr. Houston's Surgical Room, second by Jeanne Mears. The motion passed by unanimous vote.
- 2.) Carol suggested to start creating more interest in the Surgical Room on Facebook. Sarah will create a "coming soon" informational board for the room and will be placed on an easel.

VII. New Business

- 1.) There was discussion to host a Celtic Tea on March 16, 2017 rather than an evening event for St. Patrick's Day. It was suggested to have Mickey Justice perform Celtic music for the tea. Nancy called for a motion to hold a Celtic Tea on March 16, 2017 and music performed by Mickey Justice. Carol Smith made the motion to hold a Celtic Tea on March 16, 2017 and music performed by Mickey Justice, second by Betsy Wolfe. The motion passed by unanimous vote.

- 2.) It was suggested, for the next project, to exhibit Federal Period vintage clothing on the upstairs landing. This exhibit would be similar to the First Ladies' Gowns Exhibit in Washington. It was suggested to apply for an educational grant in 2018 to fund the exhibit.
- 3.) Jody Nichols is willing to sell, at a reasonable price, the large mirror that was hung in Mrs. Garber's hallway. Betsy to ask for a picture of the mirror and its dimensions and email that information to the Board for consideration.
- 4.) The wheelchair is temporarily being moved to the basement as it is not period appropriate. May sell it at the "Spring Cleaning Sale".

VIII. Concluding Remarks:

None

IX. Adjourn:

Nancy asked if there were any further business. Hearing none she adjourned the meeting at 7:14 PM.

X. Upcoming Events:

- 1.) Winter Wonderland Tea – January 21, 2017 at 11:30 AM
- 2.) PHM Board Planning Session – January 28, 2017 at 12:00 PM.
- 3.) Sweetheart Tea – February 9, 2017 at 11:30 AM
- 4.) Open Board Meeting – February 15, 2017 at 6 PM.

Respectfully Submitted,

Ginny Hussey, CAP-OM

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Recording Secretary