

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

February 15, 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, Janie Kreines, curator NABB Center

Absent:

I. Call to Order:

The February Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, February 15, 2017 at 6:02 PM by Board Chair Nancy Robertson.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the January 18, 2017 Open Board Meeting Minutes. Hearing none, the minutes were approved as written.

III. The Board Chair introduced Janie Kreines, curator at the NABB Center. Ms. Kreines stated that she has toured the Mansion with Sarah and that she is interested in some collaboration between the Friends and the NABB Center. She also stated that she is interested in the operation of the Friends' Board and may apply for a position on the Board.

IV. Reports:

A.) Chair: Nancy Robertson

- 1.) Nancy received the statement for the Community Foundation of the Eastern Shore as of December 31, 2016. The beginning fund balance is \$222,650.57, the historical gift value is \$132,149.85, the appreciation balance is \$12,243.81, the net income is \$4,297.53, the administration fee is \$551.70, grants allocated is \$2,441, income available for grants as of October 1, 2016 is \$74,256.91, approved expense from grants is \$10,000, income available for grants as of December 31, 2016 is \$66,700.91, ending fund balance as of December 31, 2016 is \$216,396.40.
- 2.) Nancy stated that she would like to advertise the Mansion on paper placemats at various restaurants, as a three month trial. She has checked the prices at Delmar Pizza, \$145 per month for three months and \$125 per month for six months. She stated the prices at Pizza King in Laurel Delaware is \$125 per month for three months and \$105 per month for six months. Nancy stated that more advertising needs to be done other than FaceBook.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) The ending balance as of January 31, 2017 is \$4,278.45. The balance in the Ben Smith account is \$4,036.91. A 50% deposit was made for the floor covering for the Surgery Exhibit, remaining balance for the Exhibit is \$8,617.50. \$374 was deposited for the tea. The balance as of February 12, 2017 is \$4,419.86.

- 2.) There was discussion regarding the Comcast billing monthly of \$232.59. Nancy to contact Comcast to negotiate a lower cost.
- 3.) 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 Carol Smith. The motion passed by unanimous vote.

C.) Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions:
 - a.) Raffle items – Joyce Holland
 - b.) Raffle items – Carol Smith
 - c.) Whale Oil Lamp – Carol Smith
- 2.) Total Volunteer Hours for 2017: 35
- 3.) Total Guests for Month: 84
- 4.) Additions to the calendar:
 - a.) February 19-21 – Small Museum Association Conference, College Park
 - b.) February 25-26 – Better Living Expo, Civic Center
 - c.) March 4 – Saturday, Board Retreat, Denny's Fruitland, 11 AM
 - d.) March 16 – Thursday, Celtic Tea, 11:30 AM, \$22 per person
 - e.) March 26 – Sunday, Ghost Tour with Mindie Burgoyne, 1:30 PM, 40 people, \$2 each
 - f.) March 29 – Wednesday, Private Tour, Harrington Senior Center, 10:30 AM, 17 people, \$3 each
 - g.) April 16 – Sunday, Easter, Closed
 - h.) April 20 – Thursday, Cherry Blossom Tea, 11:30 AM, \$22 per person
 - i.) May 13 – Saturday, Mother's Day Tea, 11:30 AM, \$22 per person
 - j.) June 3 – Saturday, Private Rental, Straw-Ellis Wedding, 6 PM – 12 AM, \$1,200
 - k.) June 22 – Thursday, Huston Tea, 11:30 AM, \$22 per person
 - l.) June 23 – Friday, Dr. Huston Surgery Room Exhibit Ribbon Cutting, 5 PM, Free
 - m.) August 19 – Saturday, Fairytale Tea, 11:30 AM, \$22 per person
 - n.) September 14 – Thursday, Coastal Tea, 11:30 AM, \$22 per person
 - o.) September 22 – Friday, Private Tea, Chesapeake Tours and Promotions, 12 PM, \$22 per person
 - p.) October 27 – Friday, Halloween Party, 6 PM, \$5 suggested donation
 - q.) November 9 – Thursday, Fall Tea, 11:30 AM, \$22 per person
 - r.) November 30 – Thursday, 4 Seasons Decorating, 10 AM
 - s.) December 1 – Friday, 4 Seasons Holiday Tea, 12 PM
 - t.) December 3 – Sunday, Yuletide Open House, 1-4 PM, Free
 - u.) December 9 – Saturday, Tea with Santa, 1-4 PM, \$5 per mailing address
 - v.) December 15 – Friday, Volunteer Appreciation Dinner, TBD
- 5.) Changes to the calendar:
 - a.) None
- 6.) Curator Remarks:
 - a.) Sarah will attend the Humanities Alliance meeting on February 24, 2017. The topic of this meeting is grant opportunities.
 - b.) The floor covering for the Surgery Room Exhibit has been ordered and should be completed by mid-March. Poplar Hill Mansion is a non-profit museum, therefore the company gave a 15% discount.
 - c.) Sarah will visit the Shipwreck Museum to pick up some artifacts, including a bleeding bucket and a penis syringe.

- d.) The temporary exhibit at the Wicomico County Tourism Visitor's Center is up and Poplar Hill Mansion will be featured till the end of March. The Exhibit showcases the Mansion's African-American history for Black History Month, a brief history of the Mansion and brochures.
 - e.) Sarah spoke with Dr. Cathy Townsend, Assistant Superintendent for Administration, of the Wicomico County Board of Education in regards to the essay program. The essay program will be in effect for the next school year, 2017-2018.
 - f.) Sarah attended Maryland History Day in Annapolis. Governor Hogan has reinstated \$979,000 to the budget for preservation with \$600,000 earmarked for capital projects. Sarah spoke with Delegate Sheree Sample-Hughes, who reaffirmed her commitment to submit a Bond Bill in the 2018 session for Poplar Hill Mansion to become ADA compliant.
 - g.) Sarah and the intern, Jenny Boyd, re-hung the Gunby paintings in the Nursery and hung various interpretations of PHM over the years in the upstairs hallway.
 - h.) Hsin, Jenny and Sarah went to the Reginald F. Lewis Museum of African-American History in Baltimore for the Pre-Grand Opening of the Harriett Tubman National Park.
- 7.) Discussion Curator Report:
- a.) Chesapeake Tours and Promotions contacted Sarah and asked to have an additional tea on September 22, 2017. After discussion it was decided to hold the additional tea. Nancy called for a motion to host an additional tea for Chesapeake Tours and Promotions on September 22, 2017. Shanie Shields made the motion to host an additional tea for Chesapeake Tours and Promotions on September 22, 2017, second by Betsy Wolfe. The motion passed by unanimous vote.

V. Committee Reports:

A.) Publicity & Marketing: Shanie Shields

- 1.) Shanie to still working on her contact information. Once completed she will give the information to Sarah.
- 2.) The publicity for the Celtic Tea has been completed and given to the media outlets.
- 3.) WMDT would like to do an in person interview.
- 4.) Betsy suggested that the Chipman Cultural Center, New Town Association and The Friends all share and publicize their information regarding events.

B.) Hospitality: Jeanne Mears

- 1.) Nancy contacted Ginny Rosenkrantz, she is available to give a presentation on medical herbs on April 7,13,21,22, and the 28th. After discussion, it was decided to see if Ms. Rosenkrantz would be available to give her presentation at the Huston Tea on June 22nd.

C.) Garden: Hsin Cheu

- 1.) None, gardens are still dormant.

D.) Membership: Hsin Cheu

- 1.) No Report

E.) Mansion Improvements: Betsy Wolfe

- 1.) Tom Stevenson came out & looked at the brick steps. The City Public Works will work on a temporary fix for now & will do a permanent fix when the weather gets warmer.

F.) Acquisitions: Carol Smith

- 1.) Carol submitted a written report – see attachment to the minutes.
- 2.) Carol would like to order the showcase for the Surgical Room Exhibit.

G.) Budget & Finance: Sharon Murphy

- 1.) No Report

VI. Old Business

- 1.) Carol will research her records for any information for the light by the front door.
- 2.) Tom Stevenson stated that the City would be available to pick up the clam shells in one of their dump trucks and Public Works would spread the shells in the driveway. Benny Hall has the shells for \$750.
- 3.) Mickey Justice would like to perform a Music at the Mansion monthly. The musicians would be paid \$150-\$200 per person. The music would be recorded and broadcasted on Delmarva Public Radio. It was suggested to have him donate one concert to see if this would be a viable option. After much discussion it was decided to table this event. Nancy called for a motion to table this event until more information regarding grant opportunities is available. Shanie shields made the motion to table this event until more information grant opportunities is available, second by Betsy Wolfe. The motion passed by unanimous vote.

VII. New Business

- 1.) Nancy stated that we have been recertified by Fidelity Bond Underwriters'. The comments by them was based on the last Friends' Board. The corrective actions that they suggested are already in place. Nancy and Sharon to send a rebuttal to their comments.

VIII. Concluding Remarks:

None

IX. Adjourn:

Nancy asked if there were any further business. Hearing none she adjourned the meeting at 7:30 PM.

X. Upcoming Events:

- 1.) PHM Board Annual Retreat – March 4, 2017 at 11:00 AM – Denny's Fruitland.
- 2.) Open Board Meeting – March 15, 2017 at 6 PM.
- 3.) Celtic Tea – March 16, 2017 11:30 AM

Respectfully Submitted,

GINNY HUSSEY, CAP-OM

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Recording Secretary