

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

March 27, 2017

Open Board Meeting Minutes

**Present:** Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Recording Secretary, Ginny Hussey; Board Members: Carol Smith and Betsy Wolfe; Curator, Sarah Meyers; Guest, Sarah Hughes

**Absent:** Corresponding Secretary, Hsin Cheu and Board Member, Shanie Shields

**I. Call to Order:**

The March Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Monday, March 27, 2017 at 6:03 PM by Board Chair Nancy Robertson.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the February 15, 2017 Open Board Meeting Minutes and the March 4, 2017 Annual Retreat Minutes. Hearing none, the Chair called for a motion to accept the minutes as written. Betsy Wolfe made the motion to accept the February 15, 2017 Open Board Meeting Minutes and the March 4, 2017 Annual Retreat Minutes as written, second by Sharon Murphy. The motion passed by unanimous vote.

**III.** The Board Chair introduced Sarah Hughes. Ms. Hughes stated that she may apply for a position on the Board.

**IV. Reports:**

**A.) Chair: Nancy Robertson**

- 1.) Ginny Rosenkranz is unable to give her presentation on herbs at the Huston Tea on June 22, 2017 due to a prior commitment. Ms. Rosenkranz suggested that she may be able to give her presentation in the fall.
- 2.) Judy Willing, and her friend, have agreed to sing at the Mothers' Day Tea. They are charging \$175.
- 3.) The former Board Chair has returned the laptop and the accessories. The detective inquired as to whether or not the Board wanted to take further action and press charges against former Board Chair Aleta Davis for misappropriation of funds. After discussion it was decided not to take further action. The chair called for a motion not to take further action and press charges against former Board Chair Aleta Davis for misappropriation of funds. Jeanne Mears made the motion not to take further action and press charges against former Board Chair Aleta Davis for misappropriation of funds, second by Betsy Wolfe. The motion passed by unanimous vote.

**B.) Treasurer Report: Chair Sharon Murphy**

- 1.) As of March 27, 2017 the balance in Ben Smith's Eagle Scout Project is \$4,036.91. He will be holding his Eagle Scout ceremony at the Mansion on June 10, 2017. After the expenses for the ceremony, any remaining funds in the account will be given to the Friends.
- 2.) The pianoforte account has a balance of \$50, which is earmarked for maintenance of the pianoforte.

- 3.) The Dr. Huston Surgery Room Exhibit has a balance of \$7,136.25. The remaining balance for the floor cloth has been paid.
- 4.) The balance in the Friends account as of March 27, 2017 is \$4,062.08.
- 5.) The Board Chair asked if there were any discussion or questions regarding the Treasurer Report, hearing none she called for a motion to accept the Treasure's Report. Carol Smith made the motion to accept the Treasurer's Report, second by Betsy Wolfe. The Motion passed by unanimous vote.

**V. Committee Reports:**

**A.) Publicity & Marketing: Shanie Shields (Not Present)**

- 1.) Sarah to advertise for singers of Sea Shanty songs for the Coastal Tea in the Friends newsletter and on Facebook.
- 2.) The Downtown Festival will be held on June 3<sup>rd</sup> & 4<sup>th</sup>. The booth rental is \$45 for both days and \$30 for one day. SWAC will be holding an Arts Festival on Saturday, April 29<sup>th</sup>. The booth rental is \$50. After discussion it was decided to rent a booth at the SWAC Arts Festival. Nancy called for a motion to rent a booth at the SWAC Arts Festival. Carol Smith made the motion to rent a booth at the SWAC Arts Festival and table any discussion of the Downtown Festival until the April monthly Board meeting, second by Betsy Wolfe. The motion passed by unanimous vote.

**B.) Hospitality: Jeanne Mears**

- 1.) Winter Wonderland Tea in January: \$440 in ticket sales, \$155.84 in expenses, \$284.16 net profit.
- 2.) Sweetheart Tea in February: \$374 in ticket sales, \$150 in expenses, \$223.30 net profit.
- 3.) Celtic Tea in March: \$686 in ticket sales, \$200 entertainment expense, \$178 in expenses, \$312.66 net profit.
- 4.) To date the profit from the teas is \$820.12.
- 5.) There will be a fashion show for the Cherry Blossom Tea in April.
- 6.) Jeanne mentioned that Sarah has been submitting a flat \$150 for the expenses that she has incurred for the teas and not her full expenses incurred. After discussion it was decided that she should be reimbursed the full amount of the receipts that she submits.
- 7.) It was suggested to ask Mickey Justice if he would sing Sea Shanty songs for the Coastal Tea in September.

**C.) Garden: Hsin Cheu (Not Present)**

- 1.) No Report.

**C.) Membership: Hsin Cheu (Not Present)**

- 1.) No Report

**D.) Mansion Improvements: Betsy Wolfe**

- 1.) Sarah to contact Wirt Wolfe for a scope of work individually needed for the Privy, the siding and the kitchen repairs. The projects would be broken down into phases in order to apply for grants.
- 2.) Maryland State Senator, Adelaide Echardt, has agreed to submit the bond bill on the Senate side for the ADA accessible ramp and the remodel of the bathrooms. Carol Smith would like Wirt Wolfe to perform a general scope of work for this project.

**E.) Acquisitions: Carol Smith**

- 1.) Jeanne Mears to contact Dr. DeMarco regarding any type of contribution that the Medical Society may be willing to donate to the Dr. Huston Surgery Room Exhibit.

- 2.) Carol would like to purchase a museum quality showcase for the exhibit. Sarah found two showcases in the Gaylord Archival catalog. After discussion it was decided to order the showcase from Gaylord Archival. Nancy called for a motion to order a showcase from Gaylord Archival not to exceed \$3,000. Sharon Murphy made the motion to order the showcase from Gaylord Archival not to exceed \$3,000, second by Carol Smith. The motion passed by unanimous vote.
- 3.) It was decided to order some of the reproduction vintage clothing for the exhibit and not wait until all items are available.

**F.) Budget & Finance: Sharon Murphy**

- 1.) Sharon is working on a budget.

**VI. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions:
  - a.) Raffle Items – Joyce Holland
  - b.) Raffle Items – Tutie Foskey
  - c.) Raffle Items – Nancy Robertson
  - d.) Brochure Racks – Nancy Robertson
  - e.) Teapots – Sharon Murphy
  - f.) Medical Instruments and Medical Bottles – Sharon Murphy
  - g.) Medical Instruments (on loan) – DiscoverSea Shipwreck Museum
- 2.) Total Volunteer Hours for 2017: 155
- 3.) Total Guests for Month: 59
- 4.) Additions to the calendar:
  - a.) April 21 – Friday, Four Season Luncheon, 12 PM, \$22 per person.
  - b.) October 7 – Saturday, Private Rental, Smith-Donophan Wedding, 2 PM, \$1,200.
- 5.) Changes to the calendar:
  - a.) The Dr. Huston Surgery Room Exhibit Ribbon Cutting has been changed from June 23<sup>rd</sup> to June 22<sup>nd</sup>.
- 6.) Curator Remarks:
  - a.) The floor covering for the Dr. Huston Surgery Room Exhibit is complete. Wirt Wolfe will loan Poplar Hill Mansion some artifacts from an ancestor.
  - b.) Sarah attended the Small Museum Association Conference. Jenny, the intern, won a scholarship to attend the conference.
  - c.) Sarah attended the Lower Shore Humanities Alliance meeting. She will be attending a workshop on April 6<sup>th</sup> regarding the qualifications for the African-American Heritage Preservation Grant.
  - d.) Sarah gave a lecture to the Ocean Pines Women’s Club for Women’s History Month.
  - e.) Sarah toured the Nabb Center with the curator, Janie Kreines. They discussed future partnerships between PHM and the Nabb Center.
  - f.) Sarah attended a tourism meeting at the Wicomico Visitor’s Center in Delmar. The purpose of the meeting was to discuss how Wicomico Tourism can help promote museums’ activities and locations.
  - g.) Jenny and Sarah attended a lecture regarding the history of sugar at Riverdale Manor in Riverdale Maryland. Sarah was able to get the color match of green to repaint the trim in the Nursery.

- h.) Sarah suggested contacting Joyce White for a food tasting of the period during the Federal Festival next year. She charges \$175 for the lecture & provides food boxes for tasting.
- 7.) Discussion Curator Report:
  - a.) None

**VII. Old Business**

- 1.) None

**VIII. New Business**

- 1.) Carol has created a listing of all committees, their duties and the Chair of each committee.
- 2.) Carol would like to apply for a mini grant from the Community Foundation to print brochures regarding the Dr. Huston Surgery Room Exhibit.
- 3.) Carol Smith stated that the Wicomico Arts Council has a listing of performing artists, the type of music they play and their fee.
- 4.) It was decided that the Budget & Finance Committee meet at the home of Carol Smith to formulate a budget.

**IX. Concluding Remarks:**

- 1.) Jeanne Mears would like someone from the Community Foundation to come and give detailed information regarding the Endowment. She would like to know exactly how the fund works and what the funds may or may not be used for. Nancy will contact Erica, from the Foundation, to possibly speak at the May monthly meeting

**X. Adjourn:**

Nancy asked if there were any further business. Hearing none she adjourned the meeting at 7:26 PM.

**XI. Upcoming Events:**

- 1.) April 16, 2017 – Mansion closed, Easter
- 2.) Monthly Open Board Meeting, April 19, 2017, 6 PM
- 3.) Cherry Blossom Tea, April 20, 2017, 11:30 AM

Respectfully Submitted,

*Ginny Hussey, CAP-OM*

Ginny Hussey, CAP-OM  
Recording Secretary