

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

April 19, 2017

Open Board Meeting Minutes

**Present:** Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Recording Secretary, Ginny Hussey; Board Members: Shanie Shields and Carol Smith; Curator, Sarah Meyers.

**Absent:** Corresponding Secretary, Hsin Cheu (Tried to call in) and Board Member, Betsy Wolfe

**I. Call to Order:**

The April Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 19, 2017 at 6:04 PM by Board Chair Nancy Robertson.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the March 27, 2017 Open Board Meeting Minutes. Hearing none, the Chair declared that the March 27, 2017 Open Board Meeting Minutes were approved as written.

**III. Reports:**

**A.) Chair: Nancy Robertson**

- 1.) The singers have been hired for the Mothers' Day Tea on May 13<sup>th</sup>. They are Judy Willing, Becky Joseph and Bill Alexander. Bill Alexander knows how to play the pianoforte and knows how to tune it.
- 2.) B.J. Sommers, from the Eastern Shore Community Foundation, will speak at the May 17<sup>th</sup> Board meeting regarding the endowment funds.

**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.
- 2.) There is \$50 in the pianoforte account and the balance in the Dr. Huston Surgery Room Exhibit is \$4,781.25.
- 3.) The balance in the Friends' account as of March 31, 2017 is \$3,771.49.
- 4.) There were no questions or corrections to the Treasurer's Report. The Chair called for a motion to accept the Treasurer's Report as submitted. Shanie Shields made the motion to accept the Treasurer's Report as submitted, second by Jeanne Mears. The motion passed by unanimous vote.

**IV. Committee Reports:**

**A.) Garden: Hsin Cheu (Not Present, submitted email report)**

- 1.) The Wicomico Garden will need to be replanted with the exception of the tulips. Hsin plans to have new flowers planted in time for the May 6<sup>th</sup> wedding. Shanie stated that she will donate a flat of flowers for the garden.

**B.) Membership: Hsin Cheu (Not Present, submitted an email report)**

- 1.) Membership renewal letters were included in the newsletter.
- 2.) Have received one new family member.

**C.) Acquisitions: Carol Smith**

- 1.) Carol has researched Windsor chairs, which would be appropriate for the Dr. Huston Surgery Room Exhibit as a desk chair and a chair for his patient. She found Martin's Chair Inc. who makes reproduction Windsor chairs. The cost for two chairs is \$1,015 which includes crating and shipping and the chairs are handmade. After much discussion, it was decided to purchase two Windsor chairs. The Chair called for a motion to purchase two Windsor chairs for the Dr. Huston Surgery Room Exhibit from Martin's Chair Inc. Shanie Shields made the motion to purchase two Windsor chairs from Martin's Chair Inc., second by Jeanne Mears. The motion passed by unanimous vote.

**D.) Mansion Improvements: Betsy Wolfe (Not Present)**

- 1.) Frank Ennis, City Inspector, came and inspected the Mansion on March 18th. He noticed some cracking in the ridge cap along the apex of the roof. He has directed that a new cap be ordered, which will be period accurate for the Mansion.
- 2.) Betsy Wolfe called and would like an update on the rug estimates. Sarah stated that it is on her agenda to get this done.
- 3.) Betsy would like an update on the painting from Snow Hill. Sarah stated that there isn't any room in the Mansion for the painting.
- 4.) Sharon stated that the Mansion is on schedule for power washing. She will contact the company for a date.

**E.) Publicity & Marketing: Shanie Shields**

- 1.) The Retired Educators' Expo will be held on Tuesday, April 25<sup>th</sup> at the Moose Lodge at 11 AM. There was discussion regarding lunch reimbursement for those volunteers attending the Expo. The Chair called for a motion to have those volunteers attending the Retired Educators' Expo at the Salisbury Moose Lodge on April 25<sup>th</sup> be reimbursed for the cost of the luncheon. Carol Smith made the motion to have those volunteers attending the Retired Educators' Expo at the Salisbury Moose Lodge on April 25<sup>th</sup> be reimbursed for the cost of the luncheon, second by Jeanne Mears. The motion passed by unanimous vote.

**F.) Hospitality: Jeanne Mears**

- 1.) The yard sale, which was held on April 8<sup>th</sup>, made a profit of \$166. The items that did not sell were boxed and are being stored for the next yard sale.
- 2.) The net profit to date for the teas is \$820.12. Twenty-two tickets have been sold for the Cherry Blossom Tea and The Dressing Room will provide a fashion show.
- 3.) Friday, April 21<sup>st</sup>, the Friends will provide a luncheon for the Garden Club. Twenty guests will be attending that event.
- 4.) The Mothers' Day Tea will be held on Saturday, May 13<sup>th</sup>. The entertainment will be provided by Judy Willing, Becky Joseph and Bill Alexander. To date 5 reservations have been received.
- 5.) Need to start planning for the Federal Festival. A tentative date of June 23, 2018 has been set.
- 6.) Jeanne did speak with Dr. DeMarco. He will give Jeanne a contact name and information for the Medical Society.

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

- 1.) Sharon is working on a budget, she does have a draft.
- 2.) Will work on the CIP in June, finalize it in August and ready to present in September.

**V. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions:
  - a.) Raffle Items – Sharon Murphy
  - b.) 2 Period Chairs (one needs to be reupholstered) – Martha Graham
  - c.) Candle Wick Trimmers – Wirt Wolfe
- 2.) Total Volunteer Hours for 2017: 271.5
- 3.) Total Guests for Month: 183
- 4.) Additions to the calendar:
  - a.) April 25 – Tuesday, Retired Educators Expo, Moose Lodge, 11 AM.
  - b.) June 10 – Saturday, Ben Smith Eagle Scout Ceremony, 10 AM.
  - c.) June 11 – Sunday, Tea with Sheree, Fundraiser for Delegate Sheree Sample Hughes, Private Tea, \$22 per person, 2 PM.
  - d.) October 30 – Monday, Chesapeake Tours and Promotions, Private Tea, \$22 per person, 11:30 AM.
  - e.) December 4 – Monday, Bluebird Senior Tours (Motorcoach), Private Christmas Tea, \$22 per person, 11:30 AM.
- 5.) Changes to the calendar:
  - a.) None
- 6.) Curator Remarks:
  - a.) The floor covering has been delivered and installed along with the showcase for the Dr. Huston Surgery Room Exhibit.
  - b.) Sarah attended the American Association of State and Local History workshop entitled *Reinventing the Historic House Museum* in Philadelphia.
  - c.) Sarah attended a workshop regarding obtaining grant money through the Maryland Historical Trust.
  - d.) Sarah had the fountain in the backyard de-winterized and painted with a new coat of Rustoleum. She also has rake between the Boxwood bushes, Hsin Cheu pulled weeds along “Path of Memories” and in the Wicomico Garden Bed. Heather Mahler has been working in the Herb Garden and Jane Dibbern will start working in the side Serpentine Garden.
  - e.) A travel writer visited the Mansion as well as other sites throughout Wicomico County and the Eastern Shore of Maryland. Her article was picked up by the Huffington Post and published the article entitled *25 Reasons to Visit Maryland’s Eastern Shore Now*. Poplar Hill Mansion was listed as one of the 25 reasons.
  - f.) Sarah would like to create a set menu for the private teas.
- 7.) Discussion Curator Report:
  - a.) None

**VI. Old Business**

- 1.) None

**VII. New Business**

- 1.) None

**VIII. Concluding Remarks:**

- 1.) None

**IX. Adjourn:**

Nancy asked if there were any further business. Hearing none she adjourned the meeting at 7:39 PM.

**X. Upcoming Events:**

- 1.) April 25<sup>th</sup>, Retired Educators Expo – Moose Lodge 11 AM
- 2.) May 13<sup>th</sup> Mother’s Day Tea 11:30 AM
- 3.) May 17<sup>th</sup> Open Board Meeting 6 PM

Respectfully Submitted,

*Ginny Hussey, CAP-OM*

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Recording Secretary