

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

May 17, 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: Carol Smith and Betsy Wolfe; Curator, Sarah Meyers; Guests: Sarah Hughes and BJ Sommers

Absent: Board Member, Shanie Shields

I. Call to Order:

The May Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, May 17, 2017 at 6:02 PM by Board Chair Nancy Robertson.

- II.** The Board Chair introduced BJ Sommers from the Community Foundation of the Eastern Shore. Ms. Sommers gave an update on the balance (\$226,405) and funds available to use (\$69,182) on the Bobbie Baron / Bertha Lewis Endowment fund. This is an Agency Endowment, meaning the principal is restricted and may withdraw up to 5% of the earnings. She stated that the criteria for withdrawing funds “*shall be in such a manner that will best address the needs of Poplar Hill Mansion including the care and maintenance of the property or the enhancement of any educational program in supporting the Mansion.*” The Friends of Poplar Hill Mansion is the only entity to have access to this fund.

III. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the April 19, 2017 Open Board Meeting Minutes. Hearing none, the Chair called for a motion to accept the minutes as written. Sharon Murphy made the motion to accept the April 19, 2017 Open Board Meeting Minutes as written, second by Carol Smith. The motion passed by unanimous vote.

Going forward, Sarah will have copies of the minutes available for the meetings.

IV. Reports:

A.) Chair: Nancy Robertson

- 1.) None as there was an update from the Community Foundation of the Eastern Shore.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) As of April 30, 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 \$2,567.37.
- 4.) The balance in the Friends account as of April 30, 2017 is \$4,713.50.

- 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 Treasurer's Report. Betsy Wolfe made the motion to accept the Treasurer's Report, second by Jeanne Mears. The Motion passed by unanimous vote.

V. Committee Reports:

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

- 1.) It was suggested to send a letter to the Medical Society explaining the purpose of the Surgery Room Exhibit and an invitation to the ribbon cutting.
- 2.) It was decided to send formal invitations, in the form of a postcard, to everyone on the mailing list, City & County Officials, local State Delegates and the CEO of the hospital to the ribbon cutting.

B.) Hospitality: Jeanne Mears

- 1.) Thirty guests came to the May 13th tea, ticket sales for the event was \$664, the food expense, including the flowers, was \$206.10, the net \$457.90. To date the musicians have not been paid. After discussion it was decided to pay the musicians the requested \$175. The Chair called for a motion to pay the musicians the requested \$175. Sharon Murphy made the motion to pay the musicians the requested \$175 for the Mother's Day Tea, second by Carol Smith. The motion passed by unanimous vote. After paying the musicians the net profit from the tea is \$257.90.
- 2.) The Mayor requested that the Friends table at the Salisbury Festival, which will be held downtown on June 3rd & 4th. The cost of the booth is \$45 for both days. Sarah will set up the table on Saturday, Carol and Jeanne will man the booth from 10 AM – 2 PM, Hsin to man from 2 – 6 PM. Sarah will man the booth on Sunday and will break it down.
- 3.) Help is needed on June 10th to set up for the private tea on the 11th, it was decided to meet at the Mansion at 2 PM for the set up.

C.) Garden: Hsin Cheu

- 1.) Hsin removed all the plantings in the Wicomico Garden in the back of the Mansion. He will plant new flowers in time for the upcoming weddings. It was decided to contact David Shied as to what type of plants were typical to the period.

C.) Membership: Hsin Cheu

- 1.) To date there are 20 new members. Hsin will send out thank you notes to the new members. He will send a draft of the thank you note to the Board for approval before sending.

D.) Mansion Improvements: Betsy Wolfe

- 1.) It was decided to apply for a MHT grant in January 2018 for repairs to the outside of the Mansion. The work will be completed in phases with the kitchen as phase 1.
- 2.) It was discussed to ask the City for a temporary fix on the rotting wood in the kitchen area. Carol made a motion to ask the City to perform a temporary fix on the rotting wood and to apply for a Phase Grant in January 2018, second by Jeanne Mears. The motion passed by unanimous vote.
- 3.) The estimate from Brassure's to clean all seven carpets and to repair the small carpet in the hallway is \$1,252.30. In a separate estimate, new pads for the carpets would be an additional \$904.50. After discussion it was decided to table the discussion on the carpets & pads until the June meeting.

E.) Acquisitions: Carol Smith

- 1.) Carol has located two books. The first one was printed in the period in which Dr. Huston would've practiced and is an educational book for surgeons that has fold out charts. The cost of the book is \$200. The other book, which has been purchased, was printed in 1944 entitled "*Medicine Educational Programs Prior to the Civil War.*"

- 2.) The electrical picture frame with the motion sensor was budgeted for \$100 but the actual cost is more. It was suggested to increase the budget to \$200. The Chair called for a motion to increase the budget for the electrical picture frame from \$100 to \$200. Jeanne Mears made the motion to increase the budget for the electrical frame from \$100 to \$200, second by Betsy Wolfe. The motion passed by unanimous vote.
- 3.) Grants – The deadline for the SWAC grant is May 27, 2017. Carol will apply for this grant to offset the costs of musical entertainment.

F.) Budget & Finance: Sharon Murphy

- 1.) Sharon passed out a copy of the proposed budget.
- 2.) After discussion to increase the tea expense line item, the Chair called for a motion to accept the proposed budget with the revision. Jeanne Mears made the motion to accept the proposed budget with the revision, second by Hsin Cheu. The motion passed by unanimous vote.

VI. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions:
 - a.) Stethoscope for Surgery Exhibit
 - b.) Men’s Accessories for Surgery Exhibit
 - c.) Chairs for Surgery Exhibit (on order)
 - d.) Men’s Clothing for Surgery Exhibit (on order)
- 2.) Total Volunteer Hours for 2017: 337
- 3.) Total Guests for Month: 198
- 4.) Additions to the calendar:
 - a.) August 12 – Saturday, Fairytale Tea, 11:30 AM, \$22 per person.
 - b.) August 19-20 – Wicomico County Fair, Winterplace Park, Tabling Event
 - c.) June 23, 2018 – Saturday, Federal Festival, 10:00 AM – 4 PM, Free Event
 - d.) June 8, 2019 – Saturday, Private Rental, Hanrahan-Marek Wedding, 12:00 PM, \$1,200.
- 5.) Changes to the calendar:
 - a.) None
- 6.) Curator Remarks:
 - a.) The website no longer carries the men’s clothing. A search on Etsy found a woman in Pennsylvania who will custom make the outfits for the same cost. However, they will not be ready in time for the ribbon cutting. Sarah will create the signs for the items in the showcase in the Surgery Room along with the trifold informational brochure.
 - b.) Sharon, Jeanne and Sarah attended a tabling opportunity at the Moose Lodge for a Retired Teacher’s Luncheon.
 - c.) Sharon and Sarah tabled at the Salisbury Wicomico Arts Council River Jam Festival. The attendance was very low for this event. Sarah did talk to musicians who may be interested in playing at future teas and events.
 - d.) Sarah has attended some networking events, including the Lower Eastern Shore Heritage Council Luncheon and a few Chamber ribbon cuttings.
 - e.) The Newtown Historic District recently won an award from the Maryland Historic Trust for their website promoting the neighborhood. The award certificate is on display at the Mansion as this is where the Association holds their meetings. It is hung by the front door.
- 7.) Discussion Curator Report:

a.) None

VII. Old Business

1.) None

VIII. New Business

1.) None

IX. Concluding Remarks:

1.) Sharon suggested to apply for a technical mini grant from the Community Foundation of the Eastern Shore to purchase the multi-media add on program for PastPerfect museum software. This is an add on to the existing museum software and will allow Sarah to upload pictures of the inventory items. The Chair called for a motion to apply for a technical mini grant for the purchase of the multi-media add on program for PastPerfect museum software. Carol Smith made the motion to apply for a mini grant for the purchase the multi-media add on program for PastPerfect museum software, second by Sharon Murphy. The motion passed by unanimous vote.

X. Adjourn:

The Chair asked if there were any further business. Hearing none she adjourned the meeting at 8:13 PM.

XI. Upcoming Events:

- 1.) Monthly Open Board Meeting, June 21, 2017, 6 PM
- 2.) Huston Tea – June 22, 2017 11:30 AM
- 3.) Dr. Huston Surgery Room Exhibit Ribbon Cutting, 5 PM

Respectfully Submitted,

Ginny Hussey, CAP-OM

Ginny Hussey, CAP-OM
Recording Secretary