

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

June 28, 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 and Betsy Wolfe; Curator, Sarah Meyers

Absent: Board Member, Carol Smith

I. Call to Order:

The June Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, June 28, 2017 at 6:00 PM by Board Chair Nancy Robertson.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the May 17, 2017 Open Board Meeting Minutes. Hearing none, the Chair called for a motion to accept the minutes as written. Betsy Wolfe made the motion to accept the May 17, 2017 Open Board Meeting Minutes as written, second by Sharon Murphy. The motion passed by unanimous vote.

III. Reports:

A.) Chair: Nancy Robertson

- 1.) Sarah will make a sign acknowledging the Community Foundation of the Eastern Shore and the Bobbi Barren/ Bertha Lewis Endowment Fund for making the Dr. Huston Surgery Room Exhibit possible.
- 2.) Going forward, the Board of Directors will be acknowledged at public events.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) The money in the Ben Smith Cemetery account has been transferred into the Friends account. As of June 28, 2017 the balance in the account is \$10,368.87.
- 2.) The pianoforte account has a balance of \$50, which is earmarked for maintenance of the pianoforte.
- 3.) The Dr. Huston Surgery Room Exhibit account has a balance of \$12.88.
- 4.) There was discussion as to who should pay Sarah's mileage, the City or the Friends. To date Sarah's mileage expense is \$598.56. Nancy Robertson to clarify with Tom Stevenson as to who is responsible. All commissions have been paid to Sarah.
- 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.

IV. Committee Reports:

A.) Publicity & Marketing: Shanie Shields

- 1.) Shanie has the calendar of events which she will send to PAC 14 and will email the Board when that is complete.
- 2.) The newsletter will go out soon. It was suggested to add the Board of Directors and their titles to the newsletter and to add the weddings that were held at the Mansion.

B.) Hospitality: Jeanne Mears

- 1.) Twenty-two guests were served for Delegate Sheree Sample-Hughes' private tea.
- 2.) The Ribbon Cutting was a successful event. Dr. Silvia and Dr. Edney came to the event and both were impressed.
- 3.) The next event is the Children's Tea on Saturday, August 12th. Betsy will ask her daughter to help out, as she does this type of work for businesses and attended the Children's Tea at the University. Sharon Murphy's granddaughter and her friends have agreed to dress-up as princesses.

C.) Garden: Hsin Cheu

- 1.) An email was sent by the Wicomico Garden Club stating their displeasure in removal of the plants and want the plants in the cutting garden replaced. Nancy had a meeting with the president of the Garden Club. Nancy gave her a copy of the layout of the lawn, a copy of our calendar of events and told her that the Friends were keeping everything in the garden with the exception of the petunias which will be removed. Betsy Wolfe stated that David Shied will be retiring soon and he has expressed an interest in becoming a member of the Board, he has worked for Winterthur. He has expertise in what period plants should be in the garden. Nancy stated that she will invite the garden club presidents to a board meeting and let them know what they are going to do and when. Betsy stated that in years past, the garden clubs had a schedule as to when they were to take care of the gardens. The City has approved the Friends plan for the gardens.

C.) Membership: Hsin Cheu

- 1.) Hsin has signed all the thank you letters for new memberships and membership renewals.
- 2.) Hsin is contacting area businesses asking them if they would offer a discount for Members of the Friends.

D.) Mansion Improvements: Betsy Wolfe

- 1.) The name of the company for the wood replacement on the siding is Warren Woodworks out of Easton Maryland. Wirt Wolfe recommended that the replacement wood needs to be cypress and not pine. An example of their work can be seen at the Chipman Cultural Center.
- 2.) Carol Smith sent an email regarding the blue hallway carpet. A Tariz Persian area rug would cost about \$500 with free shipping and free pad. It was decided to table this discussion till next meeting.

E.) Acquisitions: Carol Smith (not present)

- 1.) No report

F.) Budget & Finance: Sharon Murphy

- 1.) None

V. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions:
 - a.) Trepanning Kit and Bone Saw for Surgery Room Exhibit
 - b.) Video Picture Frame for Surgery Room Exhibit
- 2.) Total Volunteer Hours for 2017: 412
- 3.) Total Guests for Month: 357

- 4.) Additions to the calendar:
 - a.) None
- 5.) Changes to the calendar:
 - a.) None
- 6.) Curator Remarks:
 - a.) Over 50 people attended the ribbon cutting of the Dr. Huston's Surgery Room Exhibit, among those were several elected officials representing city, county, state and federal offices. WMDT broadcasted a feature piece on the exhibit.
 - b.) The 1795 book on surgical procedures that Carol Smith recommended has been ordered.
 - c.) Sarah went to The Union Drummer Boy store in Gettysburg, which has a collection of Civil War period medical equipment.
 - d.) Ben Smith held his Eagle Scout Ceremony at the Mansion. Sarah talked with Tom Smith and told him that the Friends would be willing to help other scouts with their Eagle Scout project.
 - e.) Sarah has attended several ribbon cuttings sponsored by the Chamber.
 - f.) Carol Smith noticed that the showcase was empty at the Tourism Center & suggested that the Friends have a display. Sarah reiterated to their staff that if there is a cancellation the Friends would fill the display showcase.
 - g.) Sarah attended the Wicomico Tourism Awards held at the Visitor's Center in Delmar.
 - h.) Sarah attended a Tourism meeting. The focus is to build on partnerships to promote this area as a whole with themes rather than individual sites. A Heritage Tent will be set up at the Wicomico County Fair.
 - i.) The men's clothing has arrived.
- 7.) Discussion Curator Report:
 - a.) None

VI. Old Business

- 1.) The clam shells for the driveway will be delivered by the end of July.
- 2.) The company for the power washing of the Mansion did not show up. Betsy Wolfe will get estimates.

VII. New Business

- 1.) Nancy Robertson asked everyone for ideas for an exhibit in the upstairs hallway.
- 2.) A pad is needed for the floor cloth in the Surgery Room Exhibit. Sarah will call Carpet One, Bozman's and Brassure's for estimates.

VIII. Concluding Remarks:

- 1.) Ginny Hussey announced that she is retiring effective August 1, 2017. She stated that she would like to remain active with the Friends.

IX. Adjourn:

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. Jeanne Mears made a motion to adjourn the meeting, second by Hsin Cheu. The meeting was adjourned at 7:16 PM.

X. Upcoming Events:

- 1.) No events in July
- 2.) Children's Fairytale Tea – August 12, 2017
- 3.) Open Board Meeting – August 16, 2017

Respectfully Submitted,

Ginny Hussey, CAP-OM

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Recording Secretary