

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

December 21, 2016

Open Board Meeting Minutes

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

Absent: Board Member Betsy Wolfe.

I. Call to Order: The December Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, December 21, 2016 at 6:06 PM by Acting Board Chair Nancy Robertson.

II. Approval of Minutes:

- 1.) Carol Smith requested to add to the November 13, 2016 Open Board meeting minutes that former Board Chair Marshal Zugehar supported the decision, of the Friends, to use the annual income from the Endowment Fund for interior maintenance and to acquire more Federal Period furnishings for exhibits.
- 2.) Nancy Robertson called for a motion to approve the November 13, 2016 Open Board meeting minutes as amended. Shanie Shields made the motion to approve the November 13, 2016 Open Board meeting minutes as amended, second by Carol Smith. The motion passed by unanimous vote.

3.) Reports:

A.) Chair: Acting Chair Nancy Robertson

- 1.) The paperwork has been submitted to Chief Duncan concerning misappropriation of funds of the Mansion during the tenure of Ms. Davis when she was Chair and Acting Treasurer of the Board. Nancy stated that it would be after the holidays before she had any information.
- 2.) Nancy stated that she did not see any advertising for the Yuletide Open House or the Tea with Santa events. It was stressed that all publicity for the events need to be sent to all media outlets and to follow up with each outlet. Shanie Shields stated that she will compile a contact information list and will send to Sarah Meyers.
- 3.) Sarah is working with the City in regards to the roof leak.
- 4.) Carol Smith and Sarah Meyers are working on a budget for the Dr. Huston Surgery Room Exhibit. Hsin Cheu thought the budget was excessive and he developed a revised budget. Carol stated that their figures were based on actual numbers and research. After some discussion, it was decided to work with the budget that Carol and Sarah developed.
- 5.) Carol Smith suggested that the Friends sponsor a speaker, who is an expert on Federal Period medicine, to give a presentation at the grand opening of the exhibit. The projected opening is the fall of 2017.
- 6.) Jeanne Mears suggested contacting WBOC for an interview on Delmarva Life as a way of advertising the exhibit.
- 7.) Jeanne Mears to contact the local Medical Society for possible grant or funding opportunities for the exhibit.
- 8.) Nancy and Carol are working with the City to name the Potters' Field and the Huston Cemetery as Historical Sites.

B.) Treasurer Report: Acting Chair Sharon Murphy

- 1.) Deposits for November were \$607.73, consisting of \$115 Halloween party donations, \$5.75 from Good Shop internet proceeds and \$486.98 from the tea.
- 2.) Expenditures for the month of November were \$1,252.92, consisting of \$149.06 food and supplies for the tea, \$400 for Delmarva Bridal Showcase, \$179.90 English Tea Store for the 3-tier stands, \$100 Insurance Market for the bond for the Board, \$98.96 Sam's Club for ink and \$325 for monthly expenses.
- 3.) The balance as of November 30, 2016 is \$6,145.34.
- 4.) There were no questions or discussion of the Treasurer's report. Nancy called for a motion to accept the report as submitted. Shanie Shields made the motion to accept the report as submitted, second by Jeanne Mears. The motion passed by unanimous vote.

C.) Curator Report: Sarah Meyers

- 1.) Donations:
 - a.) 3 Longaberger Baskets – Buddy Harrington
 - b.) Silver Plate Chafing Dish – Susan Peacock
- 2.) Total Volunteer Hours for 2016: 2243.
- 3.) Total Guests for Month: 517
- 4.) Additions to the calendar:
 - a.) January 21 – Saturday, Winter Wonderland Tea, 11:30 AM, \$22 per person
 - b.) February 9 – Thursday, Sweetheart Tea, 11:30 AM, \$22 per person
 - c.) September 9 – Saturday, Private Rental, Photoshoot, Tony Weeg, 12:00 PM, \$50 per hour
- 5.) Changes to the calendar:
 - a.) none
- 6.) Curator Remarks:
 - a.) Sarah stated that the narrative for the website is complete and it is ready to launch January 1, 2017.
 - b.) Sarah stated the Halloween Party, Open House and Tea with Santa was successful with the amount of visitation and participation. She, along with volunteers, decorated the Mansion for those events.
 - c.) Sarah stated that she has attended community events, such as Downtown 3rd Friday, ribbon cuttings sponsored by the Chamber of Commerce and the Salisbury Veterans Day celebration at the Wicomico Youth and Civic Center.
 - d.) Sarah stated that a group of Salisbury University students came to the Mansion in a day of volunteering called "I Love Salisbury" and raked leaves.
 - e.) Nancy, Carol and Sarah attended the Gift Show in Ocean City to look at new products for the Gift Shop. They ordered a variety of flavored teas.
 - f.) Carol, Sarah and Jenny, the intern, have been researching items for the new Dr. Huston Surgery Room along with a budget for the items.
 - g.) The Letter of Intent for MHAA grants must be submitted by the end of January. After much discussion it was decided not to apply for a MHAA grant this year due to the time constraints.
- 7.) Discussion Curator Report:
 - a.) None

D.) Publicity/Marketing:

- 1.) No report – included in the Curator Report

E.) Hospitality:

- 1.) No report

F.) Garden Report: Nancy Robertson

- 1.) No Report

G.) Membership:

- 1.) No new members.

H.) Mansion Improvements:

- 1.) Sarah suggested reaching out to the State Legislature for a bond bill in fiscal year 2018 for the handicap ramp and the remodel of the bathrooms in order to become ADA accessible & compliant. Sarah will contact Sheeree Sample-Hughes and Shanie Shields will contact Addie Eckardt for their support and to submit the application for a bond bill.
- 2.) Carol Smith brought up her concerns with the brick sidewalk as a tripping hazard. Sarah informed her that the City has made repairs on the sidewalk, and the problem is that there is a sink hole and the sidewalk keeps sinking.

I.) Acquisitions:

- 1.) No Report – included in the Curator report.

J.) Grant Committee:

- 1.) No Report

4.) Old Business:

- 1.) None

5.) New Business:

- 1.) Nominating Committee – Jeanne Mears presented the report and slate of Officers. The presented Officers for 2017 are:
 - a.) Chair – Nancy Robertson
 - b.) Vice Chair – Jeanne Mears
 - c.) Treasurer – Sharon Murphy
 - d.) Recording Secretary – Ginny Hussey
 - e.) Corresponding Secretary – Hsin Cheu

There were no nominations made from the floor. Shanie Shields made a motion to accept the Friends of Poplar Hill Mansion Board of Directors as presented, second by Carol Smith. The motion carried by unanimous vote.

- 2.) It was decided to send out membership reminders once per year rather than monthly. It was decided that the spring would be the best time to send out the reminders.
- 3.) Sarah received a call from the Optimist Club inquiring if the Mansion would be interested in a booth at the Better Living Expo which will be held on February 25 & 26, 2017. The hours on Saturday are from 10 AM – 6 PM and on Sunday from 11 AM – 4 PM. There is no cost for the booth for non-

profits. It was decided to have the booth, Sarah will fill out the application. Sharon and Jeanne will help Sarah on Saturday and Carol and Shanie will work the booth on Sunday.

6.) Concluding Remarks:

- 1.) Shanie Shields gave an update of the upcoming event at the Charles R. Chipman Cultural Center. On February 18, 2017 Ed Taylor, member of the Charles R. Chipman Cultural Center Board and former Wicomico County Councilman, will present a Black History Program. This is a fundraiser which will include dinner. The time of the event is 5 PM.
- 2.) Shanie is also working on a project to place a marker on the Court House property as a memorial to the person who was hung on the Court House lawn. She has received funding for this project from Neil White, who is a direct descendent of that person.

7.) Adjourn:

Nancy called for a motion to adjourn the meeting. Jeanne Mears made the motion to adjourn the meeting, second by Sharon Murphy. The motion passed by unanimous vote. The meeting was adjourned at 7:28 PM.

8.) Upcoming Events:

- 1.) Open Board Meeting – January 18, 2017 at 6 PM.
- 2.) Winter Wonderland Tea – January 21, 2017 at 11:30 AM
- 3.) PHM Board Planning Session – January 28, 2017 at 12:00 PM.

Respectfully Submitted,

Ginny Hussey, CAP-OM

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Recording Secretary