

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

October 25, 2017

Open Board Meeting Minutes

**Present:** Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Corresponding Secretary, Hsin Cheu; Board Members Shanie Shields, Betsy Wolfe, Ginny Hussey; Curator, Sarah Meyers; Recording Secretary, Julie English

**Absent:** Board Member Carol Smith

**I. Call to Order:**

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 25, 2017 at 6:02 PM by Board Chair Nancy Robertson.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the September 20, 2017 Open Board Meeting Minutes. Hearing none, the September 20, 2017 Open Board Meeting Minutes were approved as written.

**III. Reports:**

**A.) Chair: Nancy Robertson**

- 1.) Community Foundation 7/1/17 – 9/30/17 \$229,121.72
- 2.) Historical Gift \$136,149.85
- 3.) Appreciation \$21,262.96
- 4.) Income Grants \$71,708.91
- 5.) Grants Allocated \$2,572
- 6.) Total Fund Allocated: \$239,392.03

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

- 1.) SWAC money came in.
- 2.) Matching funds are put in: \$909.87 net total, \$2.37 MD State Tax.

**IV. Committee Reports:**

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

- 1.) Sarah does sent the Daily Times event information. Shanie to visit the Daily Times to find out why events are not posted.
- 2.) The Dispatch did advertise the November tea.

**B.) Hospitality: Jeanne Mears**

- 1.) \$676.55 profit from last tea.
- 2.) Halloween party this coming Friday 8-10pm., board members to provide desserts.

- 3.) 10/30 – Monday tea, need volunteers to assist with the 49 attendees. Meet Sunday at 1:00pm to set up for the tea.
- 4.) Piano Forte on 11/5 at 1pm, invitations sent to all who have donated.
- 5.) Fashion Show is upcoming.
- 6.) Festival, June 23, 2018; 2 new vendors: SU glass blowers to sell and discuss, Flower Pressing; Fundraiser where people pay to keep people out of jail – Mayor to participate, other names of participants were discussed.
- 7.) Mallard Landing wants a private tea on December 25<sup>th</sup> with max of 25 people. Suggestion was made by Jeanne to reschedule the Appreciation Dinner for Committee members to allow tea on the 25<sup>th</sup>.

**C.) Garden: Hsin Cheu**

- 1.) Trim and Mulch
- 2.) Patio bricks need repaired.

**D.) Membership: Hsin Cheu**

- 1.) None

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

- 1.) Fire place restoration discussion; basement records need to be reviewed and inventoried (put in order); furniture should be appraised; excessive records should be kept at another location.
- 2.) Discussion on pricing to have tea's catered rather than cooking at the Mansion. Pricing for Angela's Catering and Cake Art was given. Two tea's left: one public, one private. Shanie made motion to continue with preparing food at the Mansion. Jeanne seconds the motion.

**F.) Acquisitions: Carol Smith**

- 1.) None

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

- 1.) Sarah to put in for another \$900 grant; bond bill for ramp and ladies bathroom.

**V. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions: Sarah raised money through Facebook by requesting donations for the Mansion rather than gifts for her birthday.
- 2.) Total Guests for Month: 246 guests.
- 3.) Additions to the calendar:
  - a.) Mallard Landing tea December 15<sup>th</sup>. Max of 25 people.
- 4.) Changes to the calendar:
  - a.) Appreciation Dinner rescheduled. Date TBD.
- 5.) Curator Remarks:
  - a.) Sarah spoke with the Health Department regarding necessary kitchen changes to be compliant with NSF and Komar regulations.
  - b.) In order to become a commercial kitchen the following changes must occur: ventilation change (hood, non-porous countertop), new dishwasher (industrial grade), three compartmental sink if hand washing dishes at all.
  - c.) Kitchen should be upgraded first then apply for the license.

- 6.) Discussion Curator Report:
  - a.) None

**VI. Old Business**

- 1.) None

**VII. New Business**

- 1.) Website needs to be updated.
- 2.) Mansion picture needs updated.

**VIII. Concluding Remarks:**

- 1.) None

**IX. Adjourn:**

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. Jeanne made a motion to adjourn the meeting, second by Sharon. The meeting was adjourned at 7:27 PM.

Respectfully Submitted,

Julie English  
Field Operations  
Office Manager