

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

April 18, 2018

Annual Meeting Minutes

I. Call to Order:

The Annual Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 18, 2018 at 6:05 PM by Board Chair Ginny Hussey.

II. Annual Report:

Nancy Robertson, as the Immediate Past Chair of the Board of Directors, submitted the annual report for the 2017 year.

III. Annual Financial Report:

Ginny Hussey read the annual financial report as submitted by Treasurer Sharon Murphy, who was not in attendance due to a family emergency.

IV. Adjourn:

The Chair asked if there were any further business for the annual meeting. Hearing none she closed the annual meeting 6:08 PM.

Open Board Meeting Minutes

Present: Board Chair, Ginny Hussey; Vice Chair, Jeanne Mears; Corresponding Secretary Hsin Cheu; Board Members: Carol Smith, Betsy Wolfe, David Scheid, and Nancy Robertson; Curator & Recording Secretary, Sarah Meyers; Guest: Candace Hiatt

Absent: Treasurer Sharon Murphy and Board Member Shanie Shields

I. Call to Order:

The April Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 18, 2018 at 6:08 PM by Board Chair Ginny Hussey.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the March 28, 2018 Open Board Meeting Minutes. Hearing none, the March 28, 2018 Open Board Meeting Minutes were approved as submitted.

III. Reports:

A.) Chair: Ginny Hussey

- 1.) The sole item officially on the agenda for this meeting is to review the Friends of Poplar Hill Mansion Bylaws.
- 2.) Ginny was happy to announce that the Friends were the recipient of the Lower Easter Shore Heritage Council annual Heritage Interpretation Award for the Dr. Huston Surgery Room Exhibit. The award will be given at their annual luncheon on May 2, 2018. Ginny asked if there were any Board members interested in attending the luncheon and also recommended that since the Friends

are receiving an award, that the Friends pay for the luncheon tickets for all members who wanted to attend. Traditionally the Board pays for the Chair and Curator's ticket. Betsy made the motion that the Friends pay the ticket price for all those who wanted to attend; Nancy seconded. The motion passed unanimously.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) Sharon regrets that she is unable to attend the meeting to present her report due to a family emergency.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: Butter Churn, Invalid Feeder, Porcelain Urinal.
- 2.) Total Guests since last report: 169 guests.
- 3.) Additions to the calendar:
 - a.) Party. June 2, 2018
 - b.) Wedding. September 22, 2018
- 4.) Changes to the calendar:
 - a.) None.
- 5.) Curator Remarks:
 - a.) Sarah was notified by LESHCH that the Friends won the 2018 Heritage Interpretation Award.
 - b.) Sarah has been spending a lot of her time organizing the festival in June, securing vendors, doing promotion, working with other organizations and volunteers, and meeting with potential advertisers.
 - c.) Sarah and Sharon went to Easton to buy the butter churn and came across other historic artifacts with relevance to Poplar Hill Mansion and recommends that the Friends purchase an 1809 sewing box and a candle box, which could be used in an exhibit about lighting similar to the one that Sarah did for the Visitor's Center in February.
 - d.) Sarah also said that she is working with Mindie Burgoyne to start doing more ghost tours at the Mansion. Mindie brought a group in for a tour and suggested perhaps doing some Friday evening events every couple months.
- 6.) Discussion Curator Report:
 - a.) The Board discussed getting tee-shirts for the festival. Robinson's Printers gave estimates for the printing costs of the various sizes. The Board decided not to go overboard with the purchase of shirts as they can always order more if need be. The Board decided quantities to purchase of each size for an amount not to exceed \$400. The motion to purchase tee-shirts was made by Carol and seconded by Betsy. The motion passed unanimously.
 - b.) There was a discussion about the sewing box and candle box purchase recommendation made by Sarah. Carol also suggested that if we were to get the candle box, and exhibit may be placed in the Parlor Cupboard all about lighting. Carol also suggested that perhaps laminated cards could be made with pictures of sewing notions to be placed in the sewing box to allow visitors to "explore" the contents of the typical 19th Century sewing box. Everyone agreed these were good ideas. Carol made the motion to purchase the sewing box and candle box as recommended by the Curator. Betsy seconded the motion. The motion passed unanimously.
 - c.) Hearing no other discussion, the report was approved as submitted.

V. Committee Reports:

A.) Garden: David Scheid

- 1.) None

B.) Membership: Hsin Cheu

- 1.) None.

C.) Acquisitions: Carol Smith

- 1.) See section IV.6.a. in the Curator Report about the discussion of the sewing box and candle box.

D.) Mansion Improvements: Betsy Wolfe

- 1.) Betsy asked to give papers relating to the Humphrey Family to the Nabb Center; five fire medals to the Salisbury Fire Museum (at Station 16); and a lot of Victorian Books to the Westside Historical Society. These were items found when Betsy and Nancy went through the files from the basement and transferred them upstairs. Jeanne made the motion and Nancy seconded. The motion passed.
- 2.) Betsy also talked about Kingsby in Marion and how the owners are operating it as a B&B and how much money is being spent on its upkeep as well as how much it rents for.

E.) Hospitality: Jeanne Mears

- 1.) None.

F.) Publicity: Carol Smith

- 1.) None.

G.) Budget & Finance: Sharon Murphy

- 1.) None.

VI. Bylaws Discussion

- 1.) Ginny read the bylaws aloud to the Board to help alive any misunderstandings and uncertainties as to what the responsibilities of the Board of Directors are.
- 2.) After each section Ginny left room for questions and comments
- 3.) While official changes have to be approved by the Board and the City of Salisbury, unofficially the Board wanted to make some considerations:
 - i. Under the Garden Committee it is noted that the Wicomico Garden Club is no longer active with Poplar Hill Mansion as of September 2017
 - ii. Under the Publicity Committee it is noted that a “scrapbook” is also to include electronic files on the computer and those files should be backed up on an external file.
 - iii. It is also noted that the City updates the inventory and value of the furnishings for insurance purposes every April. The values can be updated by the Friends every year at this time.
- 4.) After reading the complete bylaws, Ginny asked if there were further questions. Hearing none, she asked all Board members to please sign a document which would receive the

official seal of the Friends of Poplar Hill Mansion stating that they have read and understand the bylaws. All members present signed the form. Those not in attendance will also be required to review the bylaws and sign the document.

VII. 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 Betsy. The meeting was adjourned at 7:39 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sarah M. Meyers".

Sarah Meyers
Curator
Recording Secretary