

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

August 30, 2017

Open Board Meeting Minutes

Present: Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Corresponding Secretary, Hsin Cheu; Board Member Carol Smith; Curator, Sarah Meyers; Guest, Ginny Hussey

Absent: Recording Secretary, Sandie Perry; Board Members, Shanie Shields and Betsy Wolfe

I. Call to Order:

The August Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, August 30, 2017 at 6:08 PM by Board Chair Nancy Robertson.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the June 28, 2017 Open Board Meeting Minutes. Hearing none, the June 28, 2017 Open Board Meeting Minutes were approved as written.

III. Reports:

A.) Chair: Nancy Robertson

1.) None

B.) Treasurer Report: Chair Sharon Murphy

- 1.) Sharon stated that printer ink was on sale at Sam's Club, \$20 off if bought three cartridges. She recommended to buy the ink while on sale. After discussion the Board Chair called for a motion to purchase the ink while on sale. Jeanne Mears made the motion to purchase the ink while on sale, second by Carol Smith. The Motion passed by unanimous vote.
- 2.) There was discussion regarding decline in membership. Sarah to compose a list of paid members from the years 2015, 2016 and 2017 for comparison. She will email that list to the Board.
- 3.) Sharon stated that The Insurance Market yearly bill of \$900 is due along with the membership dues of \$100 each to LESHS and SWAC are due. The Board Chair called for a motion to pay those bills. Carol Smith made the motion to pay The Insurance Market, LESHS and SWAC, second by Jeanne Mears. The Motion passed by unanimous vote.
- 4.) The balance in the Friends' account is \$9,420.88 of that amount \$9,358.00 is unrestricted.

IV. Committee Reports:

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

1.) None

B.) Hospitality: Jeanne Mears

- 1.) Twenty-one guests were served at the Fairy Tale Tea. The gross proceeds were \$426, expenses were \$210.23 for a net profit of \$241.77. It was decided to make this an annual event.
- 2.) The Coastal Tea will be held on September 14, 2017. It was decided to invite the Mayor to this tea.

- 3.) Chesapeake Tours and Promotions will have a private tea on September 28, 2017 for a bus tour.

C.) Garden: Hsin Cheu

- 1.) Have not heard back from the Wicomico Garden Club to our response to their email regarding the Cutting Garden.
- 2.) All flowers should be gone by November and will winterize the gardens in December.

C.) Membership: Hsin Cheu

- 1.) Hsin has drawn up a draft local business sponsorship letter. It was suggested to use the Chamber of Commerce membership list in order to send the letters.
- 2.) It was suggested to host a Members Only Tea.

D.) Mansion Improvements: Betsy Wolfe (Not Present)

- 1.) None

E.) Acquisitions: Carol Smith

- 1.) The Friends' received a \$500 matching grant from SWAC. The next SWAC grant needs to be submitted by November 10th for events in the calendar year January 1, 2018 through June 30, 2018.
- 2.) It was decided to pay a stipend to those who played the princesses for the Fairy Tale Tea.
- 3.) The tentative dates for the Pianoforte concert are October 15th October 22nd or November 5th. Sarah will check with Bill Alexander as to his availability. It was decided to offer wine and cheese to our guests for this event.
- 4.) It was decided to run an ad in the Independent for the Pianoforte Concert and the Yuletide Open House.
- 5.) There was discussion regarding the submittal of the City's annual CIP. Sarah will contact Ben Baker for guidance. The items suggested were the retaining wall, replacement of the shutters, a portico and an additional parking lot.

F.) Budget & Finance: Sharon Murphy

- 1.) Carol Smith stated that a budget must be in place by the end of the fiscal year.
- 2.) It was decided to hold a brief business meeting on September 20th and go straight into a planning of events meeting.

V. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions:
 - a.) Items for door prizes and a costume – Tutie Foskey
 - b.) Chaffing dishes –Debbie Meyers
- 2.) Total Volunteer Hours for 2017: 633
- 3.) Total Guests for Month: 145
- 4.) Additions to the calendar:
 - a.) October 17- Tuesday, Friends Helping Friends, Boscov's 9 AM – 12 Noon
- 5.) Changes to the calendar:
 - a.) September 22 – Friday, Chesapeake Tours and Promotions, Private Tea, Cancelled.

- 6.) Curator Remarks:
 - a.) Sarah thanked the Board for their support, kindness and generosity during her father's passing.
 - b.) Sarah stated that there is an increase number of potential brides visiting the Mansion.
 - c.) Sharon, Jeanne and Sarah tabled at National Night Out.
 - d.) Sarah set up in the Historic Village Tent at the Wicomico County Fair. Sharon helped out on Friday and Saturday. Nancy and Jeanne helped on Sunday.
 - e.) The two Windsor chairs for the Surgery Rom Exhibit have arrived. One is a Philadelphia style and one is a Saddleback style.
 - f.) Brasure's Carpet Care has taken the Dining Room and the Keeping Room carpets for cleaning.
- 7.) Discussion Curator Report:
 - a.) None

VI. Old Business

- 1.) None

VII. New Business

- 1.) Nancy Robinson stated that a mannequin is needed to showcase the men's clothing in the Surgery Room exhibit. After discussion it was decided to purchase one online. The Chair called for a motion to purchase a mannequin online. Sharon Murphy made the motion to purchase a mannequin online, second by Jeanne Mears. The motion passed by unanimous vote.

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 Mears made a motion to adjourn the meeting, second by Sharon Murphy. The meeting was adjourned at 7:55 PM.

X. Upcoming Events:

- 1.) Coastal Tea September 14, 2017
- 2.) Open Board Meeting September 20, 2017
- 3.) Private Tea Chesapeake Tours and Promotions September 28, 2017.

Respectfully Submitted,

Ginny Hussey, CAP-OM

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