

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

December 13, 2017

Open Board Meeting Minutes

Present: Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Corresponding Secretary, Hsin Cheu Board Members, Betsy Wolfe, Carol Smith, Ginny Hussey; Curator & Recording Secretary, Sarah Meyers

Absent: Board Member Shanie Shields

I. Call to Order:

The December Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, December 13, 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 November 15, 2017 Open Board Meeting Minutes. One correction to the discussion of the Curator's report: a question of whether or not approval from MHT was needed for a gazebo in the garden. Hearing no other changes, the November 15, 2017 Open Board Meeting Minutes were approved as corrected.

III. Reports:

A.) Chair: Nancy Robertson

- 1.) Nancy wanted to thank the Board for all their work during the year especially Sharon, Jeanne, and Ginny for a good job; she also thanked Sarah for holding her own during the transition from the last Board and all the work she did in the year
- 2.) One definite improvement in the following year that Nancy still sees a need for is an increase to the Friends membership.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) The Surgery Room Account is closed (on paper).
- 2.) There is \$209.87 left in the SWAC grant account
- 3.) There is \$50.00 in the Pianoforte Account
- 4.) There is a total of \$9,231.25 in the bank.

IV. Committee Reports:

A.) Garden: Hsin Cheu

- 1.) Due to the heavy snow on December 9, a large limb fell in the back garden, but fortunately caused no damage; the holly tree next to the Mansion at the rear patio lost half of its branches and is a total loss.

B.) Membership: Hsin Cheu

- 1.) Hsin would like to implement a Game Night at the Mansion to serve as a “friendraiser” to try and attract new members; a discussion was held to decide the best time for such an event and it was decided to try it on a Saturday afternoon. The event will be a Card Party and start small and hopefully grow into a bigger event. The date decided was January 27, 2018 at 1:00. PHM will supply cards and it is open to adults. Hsin made the motion and Jeanne seconded. The motion passed unanimously.

C.) Acquisitions: Carol Smith

- 1.) Carol made a motion to remove funds from the endowment to make necessary repairs to furnishings throughout the Mansion (she will work with Sarah to compile a list of those furnishings) and also to make upgrades to the kitchen interior.
- 2.) Betsy went on the record that she is against using funds to make kitchen upgrades; Carol clarified that upgrades would be made to make it a caterer’s kitchen
- 3.) Betsy stated that she would rather see money be used for making exterior kitchen repairs and to repair/rebuild the basement steps; it was the consensus of the rest of the Board that since those projects are capital projects and part of the structure of the Mansion, the City is responsible for those projects. Sarah confirmed that she has had discussions with Tom Stevenson as to both of those issues and the City is aware of the need.
- 4.) The motion was tabled until further discussion could be had and the new officers take office.
- 5.) There was also a brief discussion about finding a new woodworker to make repairs now that Bill Payne has passed away. Betsy mentioned a Mr. Hogdsen, who was an apprentice of Mr. Payne. She said she will try to find his contact information.

D.) Mansion Improvements: Betsy Wolfe

- 1.) Betsy stated that she wanted to go through the records that had been moved from the basement after the holidays and reiterated that no files or papers would be donated to the Nabb Center of thrown out unless there was approval from the Board; she also wanted permission to get rid of the extra filing cabinets left in the basement
- 2.) There are items still left from the previous yard sale held last spring and Betsy suggested we have another yard sale this spring to get rid of these items at rock bottom prices.
- 3.) Betsy also suggested that we offer the use of PHM to the newly reformed Wicomico Historical Society for their meetings. The Board agreed that that was a good idea.

E.) Hospitality: Jeanne Mears

- 1.) The Yuletide Open House was a great success. There were about 100 people who attended. Next year plan refreshments for more people as, they started to run out of food and punch for guests.
- 2.) Due to the snow, the Tea with Santa had to be cancelled.

F.) Publicity: Shanie Shields

- 1.) None

G.) Budget & Finance: Sharon Murphy

- 1.) The budget will go under final review when new officers take their positions so they can help decide what should be in the budget.

V. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: None.
- 2.) Total Guests for Month: 242 guests.
- 3.) Additions to the calendar:
 - a.) None.
- 4.) Changes to the calendar:
 - a.) Cancellation of private tea on December 15 for Mallard Landing.
- 5.) Curator Remarks:
 - a.) SU students came out again this year for the “I Love Salisbury” event to rake leaves and help clean up the yard.
 - b.) Sarah contacted several flooring companies about a pad for the floorcloth and got pricing. She will see what they have in stock and make sure it will fit the needs.
 - c.) Sarah and the Four Seasons Garden Club got the Mansion decorated for the holidays. Ginny Rosencrantz and PAC14 did a special edition of a garden program featuring the Mansion which will air every day (Mon.-Sat.) at 9:00.
 - d.) Sarah participated in the Salisbury Christmas Parade to advertise the Mansion and the Tea with Santa.
 - e.) Sarah got the Mansion set up for the Tea with Santa, and even though it was cancelled, a few families still came and Sarah invited them in for a tour and cookies. There was also a private party that night which still went on as scheduled, so Sarah had to shovel all the snow to make the Mansion ready for that.
- 6.) Discussion Curator Report:
 - a.) There was a discussion about the floorcloth pad and the Board agreed that they were willing to spend a little more money for a better pad. Sharon will go with Sarah to buy the pad. The Board also wanted to know if the furniture coasters under the table legs were helping. Sarah said yes, and the board asked if they could be painted all black to blend in better. There was also a question if perhaps a lighter table be used rather than the one that is in there currently which seems so heavy. Further discussion will be had as to whether or not acquire a new table.

VI. Old Business

- 1.) Betsy wanted to thank Nancy for all her work on the Board and said she has done a great job.

VII. New Business

- 1.) There was a discussion about the Comcast bill and the high rate. Betsy called for the Curator to start paying for the cable portion of the Comcast bill. Sharon reminded the Board that the Board had agreed to continue paying for the cable bill in September 2016 as a courtesy to the Curator who does not receive any commission on Friend’s events. Sarah also reminded the Board that in 2016, she had offered to pay the cable portion and the Board rejected the offer for the reason previously stated. Betsy commented that the Board should change the policy due to budget constraints. The discussion continued that if that be the case, then the Curator should start receiving commission on Friends’s events that are fundraisers. This would not apply to free events that draw in no money, but only to events which are designed to be fundraisers. A motion was made that starting January 1, 2018, the Curator would pay the cable portion of the Comcast bill and the Curator would also start receiving

commission on Friends events that raise money. Carol made the motion and Betsy seconded. The motion was passed.

- 2.) The slate of officers for 2018 was presented by Carol, the Chair of the nominating committee. The slate includes:
 - a. Chair – Ginny Hussey
 - b. Vice Chair – Jeanne Mears
 - c. Treasurer – Sharon Murphy
 - d. Corresponding Secretary – Hsin Cheu

The nominees accepted their nominations. The floor was opened for discussion. Hearing none, Carol motioned that the slate be accepted as submitted, Sharon seconded; the Chair called for a vote. The slate of officers for 2018 was unanimously approved.

- 3.) Current Board member Shanie Shields has made it known to Nancy that she no longer wishes to serve as a full Board member at PHM due to time constraints. She does, however, wish to continue in an advisory capacity to the Board as an ad hoc member. Sarah asked if she has officially resigned and Nancy said she would seek clarification from Shanie.

VIII. Concluding Remarks:

- 1.) Carol invited everyone to come to Parson's Cemetery for Wreaths Across America on December 16 at 10:00.

IX. Adjourn:

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. Ginny made a motion to adjourn the meeting, second by Sharon. The meeting was adjourned at 7:15 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary