

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

January 17, 2018

Open Board Meeting Minutes

Present: Board Chair, Ginny Hussey; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Corresponding Secretary, Hsin Cheu Board Members, Betsy Wolfe, Carol Smith, Nancy Robertson; 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, January 17, 2018 at 6:02 PM by Board Chair Ginny Hussey.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the December 13, 2017 Open Board Meeting Minutes. Hearing none, the December 13, 2017 Open Board Meeting Minutes were approved as submitted.

III. Reports:

A.) Chair: Ginny Hussey

- 1.) Ginny made some opening remarks as gave her expectations for her tenure as Chair. This includes: the meetings will start on time and she will keep meetings to one hour. She made it clear that she does not have “a poker face” and what you see is what you get. We can all agree to disagree on many issues, but we will all have to compromise.
- 2.) The discord between the Board and Curator stops right now. It is the Board’s job to support the Curator in what needs to be done at the Mansion and compromise between the parties is essential. On that note in regards to previous concerns, Sarah will get black blinds for the apartment to give the darkened appearance while maintaining privacy and the books are permitted to remain in the office.
- 3.) Ginny wants fundraising ideas as that is the primary duty of the Board and made it clear that the Board cannot rely on grants or the endowment.
- 4.) It will be all hands-on deck for the festival in June and all Board members are expected to assist in one form or another.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) Gift shop sales were good in December
- 3.) There is \$125.00 in the pianoforte fund for maintenance.
- 4.) One of the debit cards was hacked and fraud charges appeared in the bank account: an Uber in San Francisco and Hotel in Florida as well as a Water Park in Florida. Sharon was notified by SunTrust before charges were too exuberant and they froze the card. Apparently, there is an app that steals

debit pins and they think that was used to steal the number. A total of \$251.63 was stolen and \$187.75 has been returned so far with the rest of the amount expected to be returned.

5.) Motion to accept as submitted: Jeanne so moves and Carol seconds. Unanimous.

IV. Committee Reports: None due to choosing new committee members (Please note that the Chair and the Curator serve on all committees)

A.) Garden: David Scheid

B.) Membership: Hsin Cheu, Betsy Wolfe

C.) Acquisitions: Carol Smith, Betsy Wolfe

D.) Mansion Improvements: Betsy Wolfe, Carol Smith

E.) Hospitality: Jeanne Mears

F.) Publicity: Carol Smith, Hsin Cheu

G.) Budget & Finance: Sharon Murphy

H.) Financial Review Committee (Audit): Carol Smith, Hsin Cheu

V. Curator Report: Sarah Meyers

1.) Donations/Acquisitions: None.

2.) Total Guests for Month: 77 guests.

3.) Additions to the calendar:

a.) Card Party Social January 27.

b.) Wedding May 19, 2018

4.) Changes to the calendar:

a.) None.

5.) Curator Remarks:

a.) Sarah requested a formal written MOU between the Friends and the Curator to reflect the change in policy that the Curator be paid a commission on all Friends event that raise funds.

b.) Sarah and Sharon explored best options and tested samples under floorcloth and decided a thin green foam (used under linoleum) is best.

c.) The 4H will reschedule their meeting to discuss the festival at a later date TBD.

d.) There was a pipe burst under the kitchen and the water has been shut off to the kitchen until the weather warms and the pipes can be properly wrapped and repaired (as it was believed they were).

e.) The Bridal Show was successful and Sarah, Carol, and volunteer, Debbie Meyers talked to several brides interested in PHM. There is also another mansion in Marion Station that offers bridal packages, but they are not in competition with PHM as they are much more remote, upscale, and a B&B.

f.) Sarah was told by the City to hold off on applying for a Bond Bill from the state or a capital grant from MHAA as the city is applying through those agencies for monies for the Folk Festival.

6.) Discussion Curator Report:

a.) There was a miscommunication about the Music at the Mansion programs as to who was responsible to confirm musicians. Sarah will confirm with the musicians about dates.

b.) A motion was made and approved to purchase the green foam when necessary.

- c.) Carol mentioned similar issues between Friends and City and competing funds when she was Chair in 2010. She suggested a possible compromise. Sarah said the City had identified their major concerns at the Mansion and asked Nancy Talbott to work with Sarah to find alternative funding opportunities.
- d.) Sarah was asked to add Mallard Landing to the list of publicity and advertising.

VI. Old Business

- 1.) Last year the Board discussed applying for a mini technical grant from the Community Foundation to purchase a multimedia program from PastPerfect to allow photos to be uploaded in the inventory program. The grant was never applied for, but when Sarah reminded that the program was \$385.00, Ginny moved that the Board buy the program outright. Carol seconded and the motion passed unanimously.

VII. New Business

- 1.) The annual retreat is set for February 3, 2018 at 11:00 at the Fruitland Denny's.
- 2.) Ginny gave everyone 1 minute to say what they hope to see in the next year:
 - a. Jeanne: work together better and an increase in membership
 - b. Carol: improved communication → also mentions Kara Dahl Russel and the possibility of hosting her Poe Program; Sharon questions all the outgoing monies with no incoming money as there are no fundraisers planned; Carol mentioned the possibility of using the endowment funds to supplement income
 - c. Hsin: thanks everyone for all they did in the past year and keep up the good work
 - d. Sarah: better communication between the Board and Curator; everyone also thanked Sarah for all she has done in the past year
 - e. Betsy: possible book signing at PHM; special events once a month at the Mansion, maybe during our open houses; go over all the old records; wants second floor of Mansion to have more of a Williamsburg feel during the holidays
 - f. Nancy: better communications; more private events; increase in membership

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. Sharon made a motion to adjourn the meeting, second by Betsy. The meeting was adjourned at 7:17 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary