

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

March 28, 2018

Open Board Meeting Minutes

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

Absent: Board Member Betsy Wolfe and David Scheid

I. Call to Order:

The December Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, March 28, 2018 at 6:00 PM by Board Chair Ginny Hussey.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the January 17, 2018 Open Board Meeting Minutes. Hearing none, the January 17, 2018 Open Board Meeting Minutes were approved as submitted.

III. Reports:

A.) Chair: Ginny Hussey

- 1.) The Annual Friends Meeting is set for April 18, 2018 at 6:00 preceding the regular meeting of the Friends. Jeanne so moved and Shanie seconded. The motion passed.
- 2.) The regular meeting in April will be devoted to review of the Bylaws to be sure all Board members have an understanding of the responsibilities of the Board.
- 3.) The ending total of the endowment is \$249,319.88 with an amount of \$74,280.91 available for grants.
- 4.) Ginny announced that she, Sarah, and others have submitted nominations for the Heritage Interpretation Award from LESHC for the Dr. Huston Surgery Room Exhibit. Winners will be announced in early April.
- 5.) The LESHC Luncheon and Award Ceremony is May 2nd. Usually the Friends pay for the Chair and the Curator to attend. This year The Friends have to present as a grant winner. We will hold off on buying tickets until the next meeting as by then we should know if we have also won the award and more Board members may attend.
- 6.) Ginny proposed using \$10,000 from the endowment fund to make the necessary upgrades to the kitchen. During the discussion it was suggested that any money left over go to the good of the Mansion either with an exhibit or carpet cleaning. Carol motioned and Shanie seconded. The motion passed.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) There is \$9,248.68 in the operating account.
- 3.) There was \$0.35 left after the SWAC grant and Sharon asked to move that into the regular account.

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

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: Tobacco staves; two wooden scoops.
- 2.) Total Guests since last report: 220 guests.
- 3.) Additions to the calendar:
 - a.) Wedding October 6, 2018
- 4.) Changes to the calendar:
 - a.) None.
- 5.) Curator Remarks:
 - a.) Sarah mentioned the SMA Conference and the different seminars she attended and that the main focus was engaging diverse audiences.
 - b.) Sarah mentioned the news that the City will be investing in Capital Improvements at the Mansion starting in 2020.
 - c.) Sarah attended a meeting at SU where she spoke about internships and will work more with SU to try to get more interns in the future.
 - d.) Sarah attended a meeting with the Wicomico Tourism Heritage Consortium where the main focus was the National Folk Festival. There will be no official tabling at the festival, but organizations are encouraged to come down and pass out material as they walk amongst the crowd. Sarah suggested having the museum open all weekend and getting yard signs made to put around Newtown promoting visitation as many people will be parking in the neighborhood.
 - e.) Sarah thanked those who came out and helped during the St. Patrick's Day event.
 - f.) Sarah submitted a nomination for the Heritage Interpretation award from LESHC.
- 6.) Discussion Curator Report:
 - a.) Carol asked about sending in a nomination for the award, but the deadline was today and it was too late.
 - b.) The Board liked the idea of the yard signs and will look into that possibility.
 - 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.) One renewed member and two new members.
- 2.) Membership Renewal letters will go out in the next newsletter.
- 3.) Hsin talked about exploring the idea of a "Membership Award." He will develop that idea further.

C.) Acquisitions: Carol Smith

- 1.) Carol said that on a recent trip to North Carolina she visited an antique store where they had tobacco staves. She called Sarah to see if the Mansion could use any. Sarah said that there was no evidence that tobacco was ever grown at Poplar Hill, but as a doctor, Dr. Huston would have

used tobacco medicinally; therefore, Carol got two staves. It is recommended that they go in the smokehouse, and at some point in time, we find tobacco hands (leaves) to hang from the staves.

- 2.) Carol also found two wooden scoops among her personal items which she is donating to the Mansion along with a book about historic lighting.
- 3.) Sarah mentioned briefly that she saw a butter churn at an antique store for \$145.00 and would like the Friends to purchase it for the Keeping Room Exhibit. Carol made the motion and Sharon seconded. The motion passed to purchase the butter churn.

D.) Mansion Improvements: Betsy Wolfe

- 1.) None.

E.) Hospitality: Jeanne Mears

- 1.) The St. Patrick's Day Celebration with Mickey Justice and Mike O'Loughlin went well and was fairly well attended. There were 57 people in attendance and The Friends received \$70 in donations. Sharon conducted tours of the house for those who had not been before. The principal from Beaver Run Elementary also came and Jeanne introduced him to Sarah who spoke to him about field trip opportunities.

F.) Publicity: Carol Smith

- 1.) Carol said that she talked to Sarah to clarify what the Publicity Committee responsibilities are and what Sarah's responsibilities are. Sarah will continue to send out official press releases and, with the assistance of Hsin, make flyers/graphics and the committee will update online calendars.
- 2.) *The Independent* put out a Bridal Edition in January and everyone was upset that PHM was not included. Carol said that 1/8 page advertisement was \$99. She motioned that next year, the Friends spend the money and buy an ad. Jeanne seconded and the motion passed.

G.) Budget & Finance: Sharon Murphy

- 1.) Sharon will have the projected budget completed by April.

VI. Old Business

- 1.) Festival: Sarah, Sharon, Jeanne, Hsin
 - a.) The planning is moving according to schedule.
 - b.) Invitations to participate and paperwork was sent to pillory participants.
 - c.) Powellville VFC has agreed to be a food vendor and want to know what kind of food to make. Oysters are not in season and will be expensive. They suggest crab cakes, hamburgers, and fries. The Board agrees that is fine and Sharon will keep in contact with them.
 - d.) It is suggested that Sarah contact Tom Taylor to see if the Boy Scouts could help with set up and volunteering during the event. Shanie also suggests the Juvenile Justice Dept. and Carol suggests contacting Barbara Duncan about the "Explorer Scouts."
 - e.) Hsin is suggested that the morning of the festival the Friends partner with another organization and do a One Mile Fun Run. This will help attract visitors to the festival. He wants to keep it at a mile because it will encourage children and seniors to participate. The route would be along Division Street. The Board approved and Hsin asked Sarah to contact someone about donating oranges, bananas, coffee, and water. Shanie suggested Applebees and Rise Up was suggested for coffee.

- f.) Hsin also designed a logo for the festival. The logo would be used in the advertising for the festival and on t-shirts. Sarah will get a quote from Robinson's about t-shirts and Shanie will ask her brother for a quote.

VII. New Business

- 1.) Re-appointment of Nancy Robertson to the Board.
 - a.) Ginny asked Nancy to leave while the Board discusses and votes.
 - b.) Ginny asked for discussion.
 - c.) Hearing none, she passed out the ballot slips and asked everyone to cast his/her vote either yay or nay for Nancy's reappointment.
 - d.) The ballots were turned into Ginny who read the ballots aloud.
 - e.) The votes were 4 yay and 3 nay.
 - f.) Ginny will submit the Board's decision to the Mayor.

VIII. Concluding Remarks:

- 1.) Shanie mentioned that on June 16th, the Chipman Center is having a Juneteenth Celebration with a parade through the neighborhood and a tabling opportunity for PHM.

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 Jeanne. The meeting was adjourned at 7:48 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary