

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

November 15, 2017

Open Board Meeting Minutes

**Present:** Board Chair, Nancy Robertson; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members, Betsy Wolfe, Carol Smith; Curator, Sarah Meyers

**Absent:** Corresponding Secretary, Hsin Cheu; Board Members Shanie Shields and Ginny Hussey

**I. Call to Order:**

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, November 15, 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 September 20, 2017 Open Board Meeting Minutes. One correction to the date of the Mallard Landing Tea from December 25 to December 15. Hearing no other changes, the October 25, 2017 Open Board Meeting Minutes were approved as corrected.

**III. Reports:**

**A.) Chair: Nancy Robertson**

- 1.) Ginny Hussey has been officially approved as a Board Member of the Friends of PHM by Salisbury City Council
- 2.) The Wicomico Historical Society is being re-organized. They will have no building and will function more as a social club. A sheet was passed for anyone interested in receiving more information.
- 3.) Due to a scheduling conflict with a private party for the regular date for the December Board meeting, discussion was had to a different date. December 13 was decided at the regular meeting time of 6:00.

**B.) Treasurer Report: Chair Sharon Murphy**

- 1.) Request to transfer \$12.88 from the Surgery Room account to the general fund to close out the account. Request approved.
- 2.) There was a wedding deposit reimbursement check from October of 2016 for \$75.00 that was never cashed by the recipient. Sharon has marked that as a "contribution" and put it back in the general fund.
- 3.) Motion made to pay the princesses and storyteller from the Fairy Tale Tea from the SWAC Grant funds. Each Princess would receive \$50.00 and the Storyteller would receive \$100.00. Carol moved and Jeanne seconds. Motion passed.

**IV. Committee Reports:**

**A.) Garden: Hsin Cheu**

- 1.) Sarah reported on behalf of Hsin that Auscare came out and winterized the sprinkler system.

- 2.) The mulch was delivered from the City and Hsin came and winterized the rear garden by taking out and cutting back flowers and putting down mulch.

**B.) Membership: Hsin Cheu**

- 1.) None

**C.) Acquisitions: Carol Smith**

- 1.) Question raised about why the Knife Box has not been repaired. Sarah reported that she had not heard back from Bill Payne of Spring Hill Antiques who had said that he would fix it. Jeanne reported that she had heard that Mr. Payne passed away. Betsy offered to find another woodworker to take on the project.
- 2.) There are still issues with the pad under the floorcloth in the Surgery Room. The pad is too thick which causing indentations in the floorcloth from tables and chairs as well as buckling. Sarah will call Value Carpet One; Betsy suggested Bozman Flooring.

**D.) Mansion Improvements: Betsy Wolfe**

- 1.) The basement records are being moved upstairs to the office along with the best two filing cabinets from the basement. When asked the reason for the move, Betsy said it was due to silverfish. Betsy said the records would be gone through to determine which ones would stay at the Mansion and which ones would be given to the Nabb Center. None of the records will be donated without consent and approval from the Board.

**E.) Hospitality: Jeanne Mears**

- 1.) The Halloween Party had about 35 people attend. There was a lot of competition from other events the same night.
- 2.) The private tea from Chesapeake Tours and Promotions made a \$806.00 profit.
- 3.) The Canzona Diversa reception was successful and brought in \$47.00 in donations.
- 4.) The Fall Tea made a \$421.28 profit.
- 5.) The Hospitality Committee met with the Grant Committee as a workgroup to discuss Music at the Mansion programs for next year so that the Grant Committee (Carol) could apply for another SWAC grant). The programs are to include: Canzona Diversa on Feb 11; Mickey Justice on March 11; Judy Willing, Becky Joseph, and Bill Alexander on May 12; and entertainment for the festival. A motion was made to accept the workgroup's schedule. Carol motioned and Jeanne seconded. The motion was carried.

**F.) Publicity: Shanie Shields**

- 1.) None

**G.) Budget & Finance: Sharon Murphy**

- 1.) Sharon is working on the categories/itemization based on 2017 figures.

**V. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions: Mannequin for the Surgery Exhibit.
- 2.) Total Guests for Month: 200 guests.
- 3.) Additions to the calendar:

- a.) Canzona Diversa on Feb 11; Mickey Justice on March 11; Judy Willing, Becky Joseph, and Bill Alexander on May 12
- 4.) Changes to the calendar:
  - a.) None.
- 5.) Curator Remarks:
  - a.) Sarah said that most of her time since the last meeting was spent doing events (preparing, hosting, and cleaning up after). She said she thought the events were successful and thanked Jeanne, Sharon, and Ginny for coming and helping at the events.
  - b.) Sarah did an outreach event at the MAC Center for an appraisal fair they hosted. She commented that attendance was high at the event, but not in the section she was in; that said she did suggest PHM attend again to see if improvements are made.
  - c.) Sarah and Sharon went to home improvement stores to get cost estimates for appliances and supplies to bring the kitchen up to Health Dept. standards. They looked at different options that could be installed depending on how much the Friends wanted done. The cost estimates range from \$2,500 - \$8,000.
  - d.) Sarah attended the annual Boy Scout Prayer Breakfast and spoke to Tom Smith about encouraging more boy scouts to earn their Eagle Scout designation through projects at PHM.
  - e.) Sarah mentioned that Ben Baker came out to look at the rear gardens, the northwest corner in particular, to see about taking down the hemlock tree which is leaning and a lot of the ground covering. Sarah said the Tom Stevenson had mentioned to her that there is a possibility that the City may be able to have a gazebo installed through a Lowe's community project.
- 6.) Discussion Curator Report:
  - a.) None

## **VI. Old Business**

- 1.) Nancy included a list of "Unfinished Business" to discuss. Sarah asked that the Board think of it more as "On-going Business" as some of the items on the list are time sensitive, such as grants and bond bills and the time to submit those applications has not happened yet.
  - a.) Most of the items are Capital Projects including: a ramp and bathroom renovation to become ADA compliant (Sarah is working with Senator Addie Eckhardt and Delegate Sheree Sample-Hughes to apply for a bond bill); front and back porch repairs (Sarah reminded the Board that the front porch is in the CIP with the City to rebuild the portico); the Privy needs to be repaired and Betsy said she would ask Wirt to come over and write up a scope of work to be done; the repairs that need to be done to the siding of the kitchen addition (Sarah said that she is intending to reapply for a 2018 MHAA grant after attending the MHAA meeting earlier in the year with Sharon and Carol; it was decided to break the project down into Phases (three phases) and there may be a better chance of winning a grant; Sarah will be using Wirt Wolf's scope of work for the repairs as her guide); Nancy wants the shutters repaired and replaced and it was discussed that the shutters could be added as a Phase IV of the MHAA grant
  - b.) There was a discussion about the light over the front door. Carol had been looking into that project and it was determined from MHT that a gas light could not be installed. Sarah has a lighting catalogue with electric options that are in keeping with the appropriateness of the period.

- c.) There was a discussion about the exhibit space on the second floor. Carol suggested a fashion exhibit, possibly bridal ware. Sarah suggested a rotating exhibit space where the exhibits could change periodically.
  - d.) The window exteriors need to be washed.
- 2.) It was decided to table updating the kitchen and not schedule any events where food would have to be prepared, such as teas. If the Friends have to do an event with food, the Friends will hire a caterer. Carol said that she would still be in favor of having teas as long as they were catered and we should not think of them as fundraisers, rather we should have them as part of our outreach programs, even if no money is made.

**VII. New Business**

- 1.) There was a discussion about participation in the Delmarva Bridal Showcase. A booth costs \$400 and the Board wanted to know if it was worth the money. Sarah reported that this is the largest bridal show in the area and one of the weddings this year came out of the show. Nancy and Betsy said it was too much money without enough return. Carol and Jeanne said that unless PHM advertises, PHM will not attract any new rental business. Carol motioned that PHM continue to participate in the Bridal Show. Jeanne seconded. Carol, Jeanne, and Sharon voted yay. Betsy and Nancy voted nay. The motion to participate was carried.

**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 made a motion to adjourn the meeting, second by Sharon. The meeting was adjourned at 7:42 PM.

Respectfully Submitted,



Sarah Meyers  
Curator  
Recording Secretary