

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

September 20, 2017

Open Board Meeting Minutes

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

**Absent:** Recording Secretary, Julie English, substitute for Sandie Perry

**I. Call to Order:**

The September Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, September 20, 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 August 30, 2017 Open Board Meeting Minutes. Hearing none, the August 30, 2017 Open Board Meeting Minutes were approved as written.

**III. Reports:**

**A.) Chair: Nancy Robertson**

1.) It has come to the Chair's attention that the Friends have been noncompliant with the catering the monthly teas. She stated that food must be prepared in a licensed commercial kitchen. The Chair suggested looking into the cost of hiring a caterer. Betsy Wolfe will contact two caterers, Shanie Shields will contact the schools, Nancy Robertson will contact the VFW, Sharon Murphy will contact the American Legion in Hebron and Sarah Myers will contact the churches.

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

- 1.) The beginning balance was \$9,358.00, income \$1,701.00, expenses \$1,927.14, ending balance \$9,131.86.
- 2.) The Chair asked for a motion to accept the Treasurers Report as presented. Jeanne Mears made the motion to accept the Treasurers Report as presented, second by Carol Smith. The motion passed by unanimous vote.

**IV. Committee Reports:**

**A.) Publicity & Marketing: Shanie Shields**

- 1.) Shanie has called the Daily Times. She was told to open an online account and list all the Friends' events under the eventful page. She will post the events and will also send the list to PAC 14.
- 2.) She will call directly to Greg Bassett at the Independent for advertising.

**B.) Hospitality: Jeanne Mears**

- 1.) The Coastal Tea was held on September 14th, 34 guests attended, ticket sales were \$748, expenses \$244.77 net profit \$506.23.
- 2.) Chesapeake Tours and Promotions will have a private tea on September 28, 2017 for a bus tour.
- 3.) November 5<sup>th</sup> will be the pianoforte concert. Special invitations will be sent to those who have contributed to the restoration of the pianoforte. Minute Man will print the invitations.
- 4.) The Festival Committee met. The festival will be held on June 23, 2018. The name of the festival is *Poplar Hill Mansion Festival: Celebrating over 200 Years of Salisbury History*. Jeanne passed out a tentative budget.

**C.) Garden: Hsin Cheu**

- 1.) The Wicomico Garden Club will no longer partner with the Friends.
- 2.) The gardens will be winterized in either November or December.

**C.) Membership: Hsin Cheu**

- 1.) Hsin has sent the local business sponsorship letter, using the Chamber of Commerce membership list, he narrowed it down to about 15 shops and restaurants.
- 2.) Hsin has signed and sent the thank you notes, he also sent a list of membership benefits with the notes.
- 3.) He has contacted the Metropolitan Magazine and the Independent Newspaper for advertising costs. The Independent has not returned his call. The Metropolitan is pricey.

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

- 1.) Carol, Nancy and Betsy met and went over the inventory, will meet again to finish. The closet in the Parlor has been opened to showcase exhibits.
- 2.) Betsy to contact a book appraiser for the value of circa 1800's books.
- 3.) Betsy would like to work on the fireplaces in the Mansion, look into the prices of items to make them look more realistic.
- 4.) Betsy wants an accurate record of the inventory by year collected.
- 5.) Need to order the mannequin.

**E.) Acquisitions: Carol Smith**

- 1.) The Friends' have not received the \$500 matching grant funds from SWAC, but should receive soon.
- 2.) Carol stated that the Friends' budget needs to be completed by the end of the fiscal year.

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

- 1.) None

**V. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions:
  - a.) Fleam with Case for Surgery Room – Wirt Wolfe
  - b.) Tuna Salad for Coastal Tea – Golden Corral
  - c.) Items for Door Prizes – Grace Murdock
- 2.) Total Volunteer Hours for 2017: 831
- 3.) Total Guests for Month: 149
- 4.) Additions to the calendar:
  - a.) November 5 – Sunday, Music Recital/Reception, Canzona Versa, 1-3 PM, free event.

5.) Changes to the calendar:

a.) None

6.) Curator Remarks:

a.) Creative Catering by Carol has agreed to donate a cheese tray for the pianoforte concert.

b.) Sarah attended a Wicomico Tourism meeting. The discussion was the importance of making a common narrative for Wicomico County that can be used to promote historic sites. Lisa Ludwig, Director of LESHHC, stated that about 10-12 mini-grants will be available within the next few months. Sarah suggested applying for a mini-grant to offset some of the Festival costs.

c.) Sarah led a walking tour of Downtown Salisbury in conjunction with Chesapeake Tours and Promotions to celebrate the 150<sup>th</sup> Birthday Celebrations of Wicomico County.

7.) Discussion Curator Report:

a.) None

**VI. Old Business**

1.) None

**VII. New Business**

1.) None

**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. Shanie Shields made a motion to adjourn the meeting, second by Sharon Murphy. The meeting was adjourned at 7:27 PM.

Respectfully Submitted,

*Ginny Hussey, CAP-OM*

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