

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

December 19, 2018

Open Board Meeting Minutes

**Present:** Board Chair, Ginny Hussey; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Betsy Wolfe, David Scheid, Shanie Shields, and Nancy Robertson; Curator & Recording Secretary, Sarah Meyers; Guests (Potential Board Members): Loudell Insley and Scott Rall

**I. Call to Order:**

The December Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, December 19, 2018 at 12:00 PM by Board Chair Ginny Hussey.

**II. Approval of Minutes:**

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

**III. Reports:**

**A.) Chair: Ginny Hussey**

- 1.) Ginny brought lunch for the Board and expressed gratitude to everyone for all the hard work in the past year, especially the work on the successful projects.
- 2.) Ginny gave an update on the kitchen:
  - a. Reported that the only item left to be done is the installation of a hand-washing sink. The estimate given by Mr. Magoon seemed a little high for the project, so another estimate is being obtained, which will probably be significantly less.

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

- 1.) See written reports for exact numbers.
- 2.) There is \$6,006.71 in the operating account.
- 3.) Sharon presented the totals to date for the Kitchen and Pianoforte. (See attached reports.)
- 4.) The gift shop sales were very good in the past month.
- 5.) The checks will have to be reordered and Sharon brought up previous discussions about the Friends changing banks. There had been talks about switching to a more local bank from Suntrust. There was a discussion of whether the Friends were unhappy with Suntrust and when Sharon said no, in fact quite the opposite, the Board decided that there was no reason to change.
- 6.) Motion to accept as submitted: David so moves and Jeanne seconds. Unanimous.

**IV. Curator Report: Sarah Meyers**

- 1.) Donations/Acquisitions: Framed picture of PHM; Antique washstand with Delft bowl (permanent loan)
- 2.) Total Guests since last report: 704 guests.
- 3.) Additions to the calendar: The events for 2019 were presented (see report for full list)

- 4.) Changes to the calendar: Wedding cancellation
- 5.) Curator Remarks:
  - a.) The Halloween events were very successful and got a lot of good publicity. The private Halloween events from the Fenix Youth Group and Chesapeake Ghosts went well.
  - b.) Sarah also gave an update to the kitchen remodel. The only thing left is a hand-washing sink. Also, the dishwasher requires three types of chemicals. Sarah called the only company that can provided the chemicals and it will cost about \$300.
  - c.) Sarah attended the Lower Shore Humanities Council Network meeting.
  - d.) Sarah reported that SU students came and once again participated in the “I Love Salisbury” event where they do community service projects. The African Student Association came with about 12 students to do raking, mulching, and general yard work under the guidance of David. She also gave them a tour of the house.
  - e.) Sarah also talked about all the holiday events including setting up all the decorations with the garden club, driving in the Salisbury Christmas Parade, and getting things ready for the Tea with Santa event. She mentioned that the Tea got some really great publicity including free radio advertising. She also said that when she mailed out the pictures, she was sure to include membership information.
  - f.) Sarah also mentioned all the community outreach events attended, especially the giftwrapping event at Boscov’s. She and several volunteers spent the day wrapping gifts for tips. The Friends made a total of \$137 in tips.
- 6.) Discussion Curator Report:
  - a.) None.

## **V. Committee Reports:**

### **A.) Membership: Betsy Wolfe and Nancy Robertson**

- 1.) David has been brought into the committee, along with Tom.
- 2.) David presented some suggestions for member benefits. These were built off the list presented last year by former member, Hsin Cheu. David also suggested changing “Business” level to “Corporate” level. He will work on getting the letter updated.
- 3.) Loudell suggested that the Friends try better to get the garden clubs to become members.

### **B.) Hospitality: Jeanne Mears**

- 1.) Jeanne reported that the Halloween Party and Holiday events were very successful.
- 2.) Jeanne also reported that the Hospitality Committee met and developed the Calendar of Events for 2019 (see Curator’s Report). With the kitchen completed we can soon start teas; we will be continuing the Music at the Mansion series; the Festival will be June, 15, 2019; and the Yuletide Open House will be on December 8 in conjunction with the Newtown Holiday House Tour.

### **C.) Publicity: Carol Smith**

- 1.) Sarah mentioned that there will be no bridal show in 2019. She said that the Salisbury Independent will be having their bridal issue to be published in February, and when she gets more information, she will let the Board know.
- 2.) Sarah also mentioned all the free publicity that PHM has received lately about all the events.

### **D.) Acquisitions: Carol Smith**

- 1.) The Friends received a permanent loan from Betsy Wolfe of a washstand and bowl. Betsy purchased the washstand from the Withey auction. It is reportedly made by Mr. Garber, who lived at PHM and the stand may have been made from the original attic floorboards.

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

- 1.) No report.

**F.) Garden: David Scheid**

- 1.) David reported that he is requesting a \$400 buget for next year.
- 2.) He also reported that he is getting tulip bulbs from SU for planting in the front.
- 3.) He also showed everyone a book about horticulture history and pointed out some interesting facts about the time period of the Mansion including that one of the popular plants was sweet potatoes.

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

- 1.) Sharon once again asked for all committees to submit their budgets.

**VI. Old Business**

- A. None.

**VII. New Business**

- A.) Elections: Ginny reviewed the rules according to the Bylaws and that there are elections of officers every two years. The offices up for election in this cycle are the Vice Chair and Treasurer [the Chair and Corresponding Secretary will be next year]. The Nominating Committee presented the slate as Jeanne Mears to continue as Vice Chair and Sharon Murphy to continue as Treasurer. David motioned for acclimation. Shanie seconded the motion. The vote was unanimous.
- B.) Betsy mentioned that Tom Truitt's mother, Bettie, a former member of PHM Board passed away and she sent a card on behalf of the Board to Tom. Sarah also mentioned that Betsy made a contribution to PHM in the name of Mrs. Bettie Truitt.
- C.) David and Shanie had a brief discussion about presenting more African-American history. They mentioned the need for better cooperation between SU and working with some of the professors there, such as Dr. Ashonti Gonzalez, and African-American students.

**VIII. Adjourn:**

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. David made a motion to adjourn the meeting, second by Shanie. The meeting was adjourned at 12:47 PM.

Respectfully Submitted,



Sarah Meyers  
Curator  
Recording Secretary