

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

June 20, 2018

Open Board Meeting Minutes

Present: Board Chair, Ginny Hussey; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Carol Smith, Betsy Wolfe, David Scheid, Shanie Shields, and Nancy Robertson; Curator & Recording Secretary, Sarah Meyers

I. Call to Order:

The June Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, June 20, 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 April 18, 2018 Open Board Meeting Minutes. Hearing none, the April 18, 2018 Open Board Meeting Minutes were approved as submitted.

III. Reports:

A.) Chair: Ginny Hussey

1.) Ginny reported that Hsin Cheu has resigned from the Board, citing too many projects on his plate. With his resignation, the Friends need to appoint a new Corresponding Secretary and Membership Chair. Betsy volunteered to be the Corresponding Secretary and co-chair the Membership Committee along with Nancy Robertson.

2.) Ginny suggested changing the meeting time of the Board from 6:00 to earlier in the day. Everyone agreed this was a good idea especially in the winter months when it gets darker earlier. After discussion as to what time would be best for everyone, 1:00 was decided. Nancy made the motion to move the time of the meeting, while keeping it on the third Wednesday, and Betsy seconded. The motion passed unanimously.

3.) Ginny gave an update about the kitchen remodel. She said that a new double oven and cooktop have been purchased while on sale at Lowes. She and Sarah will try to get money encumbered from the current City budget, of which PHM has a surplus, into FY19 to help cover the costs of installation. She and Sarah met with Tom Stevenson and Frank Ennis with the City. They went over the plan that is being submitted to the Health Department for approval. Frank, who is familiar with the kitchen at PHM and also the Health Department regulations approved of the final plan being submitted. Ginny said she will have Sarah move forward with the application.

4.) Ginny said that the Friends will not be submitting an application to SWAC this current grant cycle, but, may reapply in the future for the Music at the Mansion program. Her reason was that the money used to match the grant was enough to pay performers/musicians that are planned for upcoming events and there was no need to apply at this time.

B.) Treasurer Report: Chair Sharon Murphy

1.) See written reports for exact numbers.

2.) There is \$9,297.00 in the operating account.

3.) Sharon presented the totals to date for the Kitchen and Festival. (See attached reports.)

- 4.) Nancy asked a question about the payments for the performers paid through the SWAC grants and Sharon explained that the funds were from two grant cycles and there was still money in the account because of the upcoming Festival. After the Festival, the money from the SWAC grant will be depleted.
- 5.) Motion to accept as submitted: Shanie so moves and David seconds. Unanimous.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: Sewing Box, Candle Box, Octagonal Pembroke Table.
- 2.) Total Guests since last report: 366 guests.
- 3.) Additions to the calendar:
 - a.) August 6-14, Sarah Vacation
- 4.) Changes to the calendar:
 - a.) None.
- 5.) Curator Remarks:
 - a.) Sarah reported on everything being done leading up to the festival on June 23 and that has been her main focus. (See written report for specifics.)
 - b.) Sarah, Ginny, Jeanne, Sharon, and Carol attended the LESHCH luncheon on May 2, 2018 to receive the Heritage Interpretation Award for the Dr. Huston Surgery Room Exhibit. The award is on display in the exhibit. Sarah also had to do a table presentation as a grant recipient for the upcoming Festival.
 - c.) Sarah, Ginny, and Sharon also attended the Annual SWAC luncheon where again, Sarah had to put together a presentation as a grant recipient.
 - d.) Sarah and Ginny met with Tom Stevenson, Ben Baker, and Frank Ennis to discuss the kitchen and the Festival and how the City can help. The exterior kitchen siding was also discussed along with the need to do that sooner rather than later.
 - e.) Sarah has tabled at local events to help promote the Mansion, especially the Festival.
 - f.) Sarah reported that Newtown has decided not to do their Holiday Open House Tour this year and the neighborhood is coordinating a community yard sale on September 1. She also gave the Board a check from Newtown for \$200, which is their annual contribution to the Friends.
 - g.) Sarah thanked David for doing such a wonderful job with the gardens and complemented him on how pretty everything is. She also said that she has received estimated for the hemlock tree and stump removal.
- 6.) Discussion Curator Report:
 - a.) Hearing no discussion, the report was approved as submitted.

V. Committee Reports:

A.) Garden: David Scheid

- 1.) David purchased flowers to be planted and topiaries for the front porch along with planters. He submitted receipts to Sharon. So far, he has spent \$518.17 on the gardens.
- 2.) The Mansion got a shipment of mulch from the City and David used that for the flower beds around the Mansion. The boxwoods lining the rear brick pathway still need to be mulched. David said he will do that after the Festival.

- 3.) David agreed to do the floral arrangements for the interior of the Mansion for the upcoming Festival.
- 4.) David made the suggestion that the area next to the brick patio have a makeover and pollinators and small boxwoods be planted. He guestimated the cost at about \$250.00. Jeanne motioned that the Board approve the expenditure and Nancy seconded. The motion passed. He will try to get that done before the Festival.

B.) Membership:

- 1.) None.

C.) Acquisitions: Carol Smith

- 1.) Sarah mentioned the small octagonal Pembroke candle stand donated by Pat Ward. Sarah met with Ms. Ward at her home and reported that she was downsizing and may have more to donate in the future.

D.) Mansion Improvements: Betsy Wolfe

- 1.) Betsy reported that she gave the items relating to the Fire Department history to the Fire Museum at Station 16. She gave an itemized list of the deaccessioned items to Sarah for the records.

E.) Hospitality: Jeanne Mears

- 1.) None.

F.) Publicity: Carol Smith

- 1.) None.

G.) Budget & Finance: Sharon Murphy

- 1.) Carol turned in the Audit Report which is signed by both she and Hsin (he helped with the audit before resigning). They found everything in proper order and saw no red flags. There will be a more in-depth discussion at the August meeting.

VI. Festival Update

- 1.) Ginny turned the meeting over to Sarah to discuss the Festival as she has been doing most of the planning and coordinating.
- 2.) Sarah discussed most of the updates for the Festival during her Curator's report so left this time open for further discussion on specifics.
- 3.) David, Sharon, and Jeanne agreed to come the day before the Festival to help set up the interior of the Mansion (i.e. rearrange tables and do the floral arrangements).
- 4.) Sarah also made list of tasks that would need to be completed and duties for the day of the Festival. She went over these duties and asked the Board members to volunteer for specific jobs the day of the Festival. She passed around the list for everyone to sign. There was a discussion about all the duties that had to be done and maybe not having enough people to do them. It was agreed that everyone would try to chip in where needed. There were also specific jobs that were already being done by specific people (i.e. traffic control was being done by the City), so the main thing to do was to fill in gaps. It was also agreed that the parking area did not need to be staffed all day, which freed up a volunteer.
- 5.) Sarah also went over the timeline for the Festival so everyone knew when set-up began, what time the Festival began and ended, and what was going on during the day.

- 6.) Both Sarah and Sharon shared their disappointment that not more people had signed up to participate in the pillory event.
- 7.) Sarah also mentioned that coolers were needed for the bottles of water to give away. She suggested the possibility of purchasing a large cooler, but everyone agreed that they could loan coolers if needed. Shanie offered the cooler used during the Juneteenth event at Chipman, which is a large cylindrical cooler with a lid on wheels. She will have someone bring it over the day before. Sarah will get ice for the cooler the morning of the Festival.
- 8.) Sarah shared her confidence that everything was going as scheduled and it would be a good Festival.

VII. 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 Jeanne. The meeting was adjourned at 7:18 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary