

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

October 17, 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; Guests (Potential Board Members): Tom Truitt and Scott Rall

I. Call to Order:

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 17, 2018 at 1:00 PM by Board Chair Ginny Hussey.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the September 19, 2018 Open Board Meeting Minutes. Hearing none, the September 19, 2018 Open Board Meeting Minutes were approved as submitted.

III. Reports:

A.) Chair: Ginny Hussey

- 1.) Ginny asked all present to introduce themselves to the potential Board member Scott Rall. Scott also gave a brief biography of himself to the Board and gave some insight as to why he would like to become a Board member. He pointed to his love of history, including his passion for military history, especially British history and reenacting. He has a background in books, publishing, and architecture.
- 2.) Ginny gave an update on the kitchen:
 - a. Reported that the kitchen work is progressing.
 - b. Also reported that the Friends are working with City procurement to pay their portion of the renovation costs.
 - c. Betsy asked once again for the scope of work and contract. Ginny said that it had been sent but, she will get copies again to people.
- 3.) Ginny reported that on October 10, MHT came down and did a site visit. Everything seemed to be in compliance. MHT was pleased and this was the first visit for the two ladies who came. A written report from MHT will be submitted to Sarah as the City representative and she will share the information with the Board.
- 4.) On October 2, Ginny attended the Wicomico County Women's Club luncheon where Sarah gave a presentation about the history of PHM. They all seemed to enjoy the presentation and while many of them have been to the Mansion before it has been awhile since they have visited.
- 5.) From Nov 4-18, Ginny will be out the country and the only way to reach her will be on Facebook Messenger.
- 6.) Ginny reiterated that as the Chair, all problems, questions, concerns, and anything else pertaining to the Board or PHM should be addressed to her and she will then deal with the issue or address the concerns to the proper people the concerns address or go to the City with the concerns. Please respect the chain of command.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) There is \$7,229.73 in the operating account.
- 3.) Sharon presented the totals to date for the Kitchen and Pianoforte. (See attached reports.)
- 4.) Sharon also reported that we bought a projector as approved at the last meeting, as well as paying a commission, and the insurance (for the bond), and a hand cart.
- 5.) Motion to accept as submitted: David so moves and Betsy seconds. Unanimous.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: None
- 2.) Total Guests since last report: 220 guests.
- 3.) Additions to the calendar: None
- 4.) Changes to the calendar: None
- 5.) Curator Remarks:
 - a.) Sarah worked with Mindie Burgoyne of Chesapeake Ghosts to do a series about Haunted Delmarva for October. WMDT came in and filmed a nice segment for the news which aired the first week of October.
 - b.) Sarah also gave an update to the kitchen remodel. The kitchen renovation is underway and should be completed within two weeks. Now that 2/3 of the labor costs will be paid for by the City, when the Mansion Improvement Committee met at the Mansion, we discussed using the surplus money that the Friends had originally removed from the endowment fund to cover the costs of the renovation for the kitchen be reinvested in repairs of furnishings at the Mansion and the repainting of the Nursery. She and David took color scrapings in the Nursery to determine the original colors (or at least the closest to the original colors). David will have a color board to present.
 - c.) Sarah reported that she gave two historic lectures to groups to try to advertise the Mansion: one to the Wicomico County Women's Club and the other to a Lunch and Learn group in Fenwick Island, DE.
 - d.) Sarah also reported that MHT came down for a routine site inspection of PHM. Kate Bolasky, the Easement Administrator, came down along with Allison Luther, the Easement Inspector. This was the first site inspection since 2014. They did a full review inside and out. Sarah asked them questions about the garden area and what would be covered under the easement in addition to other questions asked by Board members. Kate said she would double check as to what exactly was the limits in the easement agreement. They will write up a formal report and send that to Sarah as the City representative.
 - e.) Sarah also gave an update on the upcoming Halloween Party as far as advertising and what will be needed for the event.
- 6.) Discussion Curator Report:
 - a.) Betsy asked about the attendance at previous Halloween events and age restrictions. Sarah said that last year there were about 35-40 people and that in all the advertising there is the wording of "mature audiences only" so as not to turn off teenagers but to make it clear that it is not a children's party.

V. Committee Reports:

A.) Membership: Betsy Wolfe and Nancy Robertson

- 1.) Betsy reported that she talked to Sarah and Nancy and would like to send out memberships in November. Betsy also offered to pay to get cards made stating that people are members. She also said she has a friend willing to do handwritten envelopes. She has compiled a list of about 70 people to which to send membership letters.

B.) Hospitality: Jeanne Mears

- 1.) Jeanne reported that the Halloween Party is happening soon.
- 2.) Jeanne also mentioned the Yuletide Open House and Tea with Santa, since there is no meeting in November, and mentioned what will be needed for each of those events. Sarah asked if Bill will still be able to portray Santa because of his surgery and Ginny reassured that he will be okay and good to go.

C.) Publicity: Carol Smith

- 1.) Carol reported that the information has been sent into Wicomico Tourism about the Festival for their 2019 Calendar of events and to include in their upcoming magazine of things to do.
- 2.) There was a discussion about the metal panels at the Amphitheater and why Pemberton is included but not Poplar Hill Mansion, since it was a City project and PHM is a City property. The Board asked Sarah to ask the City the reasoning. David pointed out the importance of raising the awareness of PHM in the City and with the City.

D.) Acquisitions: Carol Smith

- 1.) None.

E.) Mansion Improvements: Betsy Wolfe

- 1.) See attached written report in regards to fireplace tools, special collections, repairs and restoration of furniture, and utilizing flowers in decorating.
- 2.) David reported that he and Sarah took color scrapings in the Nursery to determine the original colors (or at least the closest to the original colors). Benjamin Moore has an entire pallet of historic colors taken from 18th and 19th Century buildings. They found traces of yellow paint (although not as bright as what is currently in there) on the walls and a green hue on the woodwork (which is a little darker than what was painted in there prior to the teal). The baseboard is more of a charcoal color and the ceiling should go back to a whitish hue. David presented a color pallet to the Board with the colors.
- 3.) David also mentioned the attic space for potential exhibit space, including having it conditioned.
- 4.) There was also a discussion about future Christmas decorating and turning towards period decorating focusing on the different periods of the house every year.

F.) Garden: David Scheid

- 1.) David reported that the Town and County Garden club will begin weeding in the back area around the Smokehouse and pruning the boxwoods, as well as mulching.
- 2.) He is double checking about restrictions with the scenic easement.

G.) Budget & Finance: Sharon Murphy

- 1.) Sharon reported that she will begin doing the budget soon and asked the committee chairs to start thinking about what they need and put together their proposals so that she can start work on the budget.

H.) Nomination & Audit

- 1.) Ginny asked for volunteers for the Nomination Committee and the Audit Committee to nominate officers for next year and perform the annual audit.
- 2.) Betsy, Nancy, Jeanne, and Sharon volunteered to be on the Nominating Committee.
- 3.) According to the by-laws, the Audit Committee does not need to be chosen until the end of the year. Carol volunteered to be on the Auditing Committee. By the next meeting, the three new Board members will be official and perhaps, Tom will also volunteer.

VI. Old Business

- A. Betsy asked about the repairs to the back steps. Sarah reported that she emailed the City (Ben Baker) about the issue and was informed to get bids for the work and the City carpenter was not going to fix the issue. Betsy said that she is still upset about how the issue was handled and reiterated how important safety and maintenance is to the Mansion. Sarah is going to ask Joe Magoon for a bid. Ginny clarified that it is the City who pays for those repairs, not the Friends.

VII. New Business

- A.) David motioned that PHM replace the hardware in the kitchen. Sharon seconded. Vote was unanimous to replace existing hardware on cabinetry with new hardware.
- B.) Carol motioned to accept the color scheme presented by David and Sarah for the Nursery in order to proceed with repainting to historically accurate and original colors. Betsy seconded. Vote was unanimous to accept the colors and proceed with the painting after the beginning of January.
- C.) Sarah asked if the Board would like Kara Russel-Dahl, the Harpist, to once again perform at the Yuletide Open House. Carol motioned that Kara perform again. Betsy seconded. Motion approved unanimously.
- D.) Jeanne was given a picture that was done of PHM and asked if the Friends wanted to purchase the picture for \$40, which was the asking price. Thought would be given if the picture could be hung in the Mansion or possibly used at a door prize at an event. As the item is under \$100, no motion is needed and the Board agreed to purchase the picture.
- E.) Carol reminded everyone of the upcoming SWAC grant opportunities. Jeanne wanted clarification as to who the person is who writes grants for the Friends. The Chair and the Curator are responsible for writing the grants.

VIII. Adjourn:

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. Betsy made a motion to adjourn the meeting, second by Jeanne. The meeting was adjourned at 1:53 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary