

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

January 16, 2019

Open Board Meeting Minutes

Present: Board Chair, Ginny Hussey; Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Loudell Insley, Scott Rall, Tom Truitt, Carol Smith; Curator & Recording Secretary, Sarah Meyers

I. Call to Order:

The January Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, January 16, 2019 at 12:03 PM by Board Chair Ginny Hussey.

II. Approval of Minutes:

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

III. Reports:

A.) Chair: Ginny Hussey

- 1.) Ginny welcomed Loudell and Scott officially as Board members; both were appointed at the January 14th City Council Meeting
- 2.) Ginny mentioned that Tom Stevenson came to the Mansion to see the kitchen. She, Jeanne, Sharon, and Sarah were present and it was reiterated that ALL work done to the Mansion must go through the City as there seemed to have been a miscommunication who was responsible for signing the contract with Mr. Magoon.
- 3.) Ginny said that Sarah has received a letter from MHT about their site visit in October. She turned comments over to Sarah as Sarah has already contacted MHT to seek clarification, recommendations from MHT about how to address concerns. (See Curator's Report)
- 4.) 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. We have two bids and at least one more needs to be obtained.
 - b. The refrigerator stopped working. A repairman came to the Mansion and determined the problem was with the motherboard and the part is no longer available, so a new fridge will have to be purchased. After a brief discussion about the cost of refrigerators, Jeanne motioned to buy a new fridge, not to exceed \$2,000. Tom seconded. The motion was passed unanimously.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) There is \$6,559.41 in the operating account.
- 3.) Sharon presented the totals to date for the Kitchen and Pianoforte. (See attached reports.)
- 4.) Sharon reminded the Board that the price of stamps will be rising by \$0.05 on January 27. She is suggesting that she go and get 5 rolls (500 stamps) to save money in the coming year as the Friends use stamps for newsletters, regular bills, and the plans to conduct a membership drive.

This would be an expenditure of \$250. Loudell made the motion to buy 500 stamps; Scott seconded. The vote was unanimous.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: None
- 2.) Total Guests since last report: 159 guests
- 3.) Additions to the calendar: None
- 4.) Changes to the calendar: Cancellation of Feb. 14 Tea
- 5.) Curator Remarks:
 - a.) The wedding from December 22 went very well.
 - b.) Sarah recapped Ginny's remarks about the kitchen remodel and added the current fridge had been purchased in 2015 as "new to the Friends" and they only paid \$400 for it.
 - c.) Sarah mentioned with the pending sink installation and the need for the Health Dept. inspection and approval, the Hospitality Committee decided it was best to cancel the Feb. tea. She is optimistic that the Friends will be able to do the March event and Mickey Justice and Mike O'Laughlin have agreed to be the entertainment.
 - d.) Sarah talked about the letter from MHT. She called Allison Luther, the inspector from MHT, who made it clear that MHT is very happy overall with the stewardship of the Mansion. The letter is a formality they have to do when a site inspection is conducted. They had multiple questions about some of the aspects outside the house. The current CIP satisfies a couple concerns. Most questions were about the siding job done to the house in 2010 and the Smokehouse. It seems those jobs were not done to MHT specifications. Sarah is currently working on compiling paperwork from the records to satisfy their questions and learn if possibly the siding needs to be redone on the entire house.
- 6.) Discussion Curator Report:
 - a.) Carol commented on the MHT letter and suggested contacting Wirt Wolfe about the original scope of work as he was the person who wrote it. Carol also mentioned that she will look through her files and old emails to see if she has anything pertinent to the work that was done as she was the Chair of the Board in 2009 when these plans were originally being discussed and developed and when the permission would have originally been sought through MHT.

V. Committee Reports:

A.) Membership: Betsy Wolfe and Nancy Robertson

- 1.) No report.

B.) Hospitality: Jeanne Mears

- 1.) Loudell had question about what is involved with doing a tea. Jeanne explained the Mansion's capacity, the typical menu, and what is expected of volunteers during a tea (i.e. service, set-up, and clean-up).

C.) Publicity: Scott Rall

- 1.) Sarah mentioned that she received a reminder about the Salisbury Independent Bridal edition which is going to be published in February. She asked the Board if she should proceed with an ad as discussed in a prior meeting and what should be the details of the ad. The Board agreed to proceed with a 1/2 page color ad. Sarah said she would work on designing one and sent it to the Board members for final approval.

- 2.) Sarah also mentioned a new bridal show in Ocean City to take place on March 3rd (Sunday). She called the organizer to get pricing and left a voicemail. She is awaiting a response. She thinks it would be a good opportunity especially since the normal bridal show at the Wicomico Civic Center was cancelled this year.

D.) Acquisitions: Carol Smith

- 1.) Carol brought in two small handmade brooms, one for the smokehouse and one for the keeping room exhibit.

E.) Mansion Improvements: Betsy Wolfe

- 1.) No report.

F.) Garden: David Scheid

- 1.) No report.

G.) Budget & Finance: Sharon Murphy

- 1.) Sharon once again asked for all committees to submit their budgets. Hospitality and Garden have turned in their budgets.

VI. Old Business

- A. Carol mentioned that now is the time to form the Audit Committee and start preparing for the Annual Audit. Tom volunteered to work with Carol on the Audit Committee.

VII. New Business

- A.) Ginny asked everyone to put 100% behind the Festival and start the planning. Sarah reported that planning has already begun and some of the participants from last year have already agreed to once again participate, such as the Chesapeake Independent Blues. Sharon reported that the pillory event will also be moving forward and she will work to get letters sent out to community leaders and asked for assistance to identify who those people would be. Loudell agreed to assist her.

VIII. 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 Tom. The meeting was adjourned at 1:10 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary