

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

April 10, 2019

Annual Meeting Minutes

- I. Call to Order:**
The Annual Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 10, 2019 at 12:00 PM by Board Chair Ginny Hussey.
- II. Annual Report:**
Ginny Hussey, as Chair of the Board of Directors, submitted and read the annual report for the 2018 year. The report has been filed.
- III. Annual Financial Report:**
Treasurer Sharon Murphy read the annual financial report as submitted. The report has been filed.
- IV. Review Committee Report:**
Carol Smith reviewed the Audit Review Committee's report. The financial review has been completed without issue. The inventory has been audited. There was one item missing, otherwise there is no issue. The suggestion was made to review items slated for deaccession. Carol briefly reviewed Guidestar recommendations and recommended the information needs to be updated and more information needs to be made more available.
- V. Committee Chair Reports:**
Each Committee Chair submitted an annual report to the Chair. The reports have been filed. A recommendation has been made that a standardized form for committee reports be generated.
- VI. Adjourn:**
The Chair asked if there were any further business for the annual meeting. Hearing none she closed the annual meeting 12:19 PM.

Open Board Meeting Minutes

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

- I. Call to Order:**
The April Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 10, 2019 at 12:20 PM by Board Chair Ginny Hussey.
- II. Approval of Minutes:**
The Board Chair asked if there were any corrections or additions to the March 20, 2019 Open Board Meeting Minutes. Betsy mentioned one correction in regards to Dr. Linda Cockey. The March 20, 2019 Open Board Meeting Minutes were approved, as amended.
- III. Reports:**
 - A.) Chair: Ginny Hussey**
 - 1.) Ginny gave a final update for the kitchen remodel. She is happy to announce the final approval has been given by the inspectors, including the Health Department. No official license will be

- issued since the kitchen is considered a “special event facility” and not a full-fledged commercial kitchen, meaning that food will not be served more than four times a week.
- 2.) Ginny reminded everyone that the May Open Board meeting will be planned to be at the Chipman Center. The meeting date for May needs to be changed since there is a conflict in the date when the Friends are set to receive the LESH award on May 15. Ginny suggested a week postponement until May 22 at 12:00.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) There is \$4,289.45 in the operating account.
- 3.) Sharon presented the totals to date for the Kitchen. (See attached reports.)
- 4.) Sharon said we also received a \$200.00 donation for the festival, \$100 for the Surgery Exhibit, and \$125 for the Pianoforte.
- 5.) Sharon also asked for confirmations for the LESH luncheon so she can purchase tickets.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: None
- 2.) Total Guests since last report: 162 guests
- 3.) Additions to the calendar: None.
- 4.) Changes to the calendar: None.
- 5.) Curator Remarks:
 - a.) Sarah also gave a brief overview of the kitchen citing all the necessary inspections. There was one recommendation by the Fire Inspector to have all the smoke alarms tested. One detector not working. It has been replaced.
 - b.) Sarah attended a Wicomico Tourism Consortium meeting. The main discussion was centered around designing different thematic tours to present to tour group sales organizations at trade shows. The meeting went on to discuss that Wicomico Tourism will once again have a tent at the National Folk Festival and will be seeking volunteers to help man the tent as well as informational displays. There was also a discussion about the Genealogy Conference taking place in October. Wicomico Tourism is also working to gather information and make a list of potential sites across Wicomico County for the Maryland Civil War Trail. Finally, Preservation Maryland will have a pop-up office in Salisbury on June 5th in an effort to widen their reach across the state and give people the opportunity to visit them and ask questions.
 - c.) Sarah met with the advertising sales representative from WBOC. She seemed to think their rates were a bit on the high side for PHM and recommends that the Friends not pursue advertising.
 - d.) Sarah reported that WBOC came out to do a story on PHM. They are starting a new morning show and one of the segments they will be doing is Throwback Thursdays where they focus on something historic. Bill Mich came out and we did a general history of PHM and Sarah mentioned other themes for which they could come back and do future segments.
 - e.) Sarah has also been working on the Festival. She has received confirmation from the 4-H of their participation as well as the Dover Country Dancers. Sarah also reported that the City has approved the Traffic Control Plan, at no cost to the Friends; however, the Friends will have to obtain a Special Events license.
 - f.) The City will be releasing a press release about the LESH Award for PHM.
- 6.) Discussion Curator Report:
 - a.) None.

V. Committee Reports:

A.) Membership: Tom Truitt

- 1.) Tom briefly discussed the changes in the membership categories and levels and issuance of membership cards.
- 2.) Ginny reminded everyone that dues are due.

B.) Hospitality: Jeanne Mears

- 1.) The first tea of the year (a private tea) is happening April 17 and Jeanne wants to know who could help. Sarah gave everyone a refresher as to what is expected during a tea and the prep needed for a tea.
- 2.) The question of a Kitchen-Aid Mixer came up. One had been loaned, but it is no longer at the Mansion. Carol made a motion to authorize the purchase of a new mixer not to exceed \$450.00 using funds from the Kitchen account, for use of the Mansion for events. David seconded. Motion approved.
- 3.) Jeanne gave a brief report on the festival. Asked if anyone who knows a face painter or people who could be vendors. Sarah said she had asked the Lion's Club to be a food vendor and asked others about food trucks. Betsy suggested that we talk to Therese Hamilton at SWAC and Sylvia Bradley from the Westside Historical Society for recommendations.

C.) Publicity: Scott Rall

- 1.) Scott had reached out to the president of the Chamber of Commerce, but it was decided that it may not be the best avenue and it was suggested to him to contact the local Rotary Clubs to see if Sarah could speak to them about potential sponsorships.
- 2.) Scott mentioned that he is looking into list-sharing.
- 3.) After some analysis, Scott has said that Facebook ads do very well for PHM and he suggests that those ads may be the most economical way for PHM to advertise and reach a lot of people.
- 4.) Scott called Robinson's printing to ask about yard signs. They gave a quote of \$85 for 10 yard signs.
- 5.) Sarah mentioned that WMDT asked if she could come out and do a segment to advertise for the festival. Betsy suggested utilizing PAC14 more.

D.) Acquisitions: Carol Smith

- 1.) Carol has been working with Betsy on the furniture restoration.

E.) Mansion Improvements: Betsy Wolfe

- 1.) Betsy is moving forward with the furniture restoration plans and is getting estimates.
- 2.) Betsy will have her son come and remove the file cabinets from the basement as well as the file cabinet and metal desk from the attic.
- 3.) Betsy spoke to Sylvia Bradley and wants to take the model house from the attic and give it to the Westside Historical Society for them to display.

F.) Garden: David Scheid

- 1.) David spoke with the 4 Seasons Garden Club about maintenance.
- 2.) David is having his students do research on 1825 gardens (simple garden, herb garden with medical and cooking beds, and a pollinating garden). The students will be preparing various plans for each garden and will present their plans to David and Sarah.

- 3.) Spring cleaning will be starting and will hopefully included edging where the trees were removed and along the driveway and pruning the growth by the trash cans. The railroad ties that were in the parking area are also gone.

G.) Budget & Finance: Sharon Murphy

- 1.) None.

VI. Old Business

- A. None

VII. New Business

- A.) None.

VIII. Adjourn:

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. Sharon made a motion to adjourn the meeting, second by Loudell. The meeting was adjourned at 1:01 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary