

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

April 21, 2021

Open Board Meeting Minutes

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

I. Call to Order:

The February Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 21, 2021 at 12:07 p.m. by Board Chair David Scheid.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the March 17, 2021 Open Board Meeting Minutes. Hearing none, the February 17, 2021 Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David gave the Board a garden update
 - a. Loudell asked if publicity will go out when it is complete and David answered in the affirmative.
 - b. David mentioned the granite stone/carriage mount and that it was placed back in the garden approximately where it was found. He mentioned the possibility of getting a future grant opportunity to do a kitchen excavation.
- 2.) David gave a Community Foundation fund update. There is \$75,615.91 available. The Friends need to examine what priorities exist and spend money on those priorities. Just because the money is available, doesn't mean it should all be spent.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$10,535.81 in the operating budget.
- 2.) The Friends received a check from the DAR for the pollinating garden in the amount of \$477. This is the second check from them for the new garden and a third is expected.
- 3.) The private tea made \$325 plus the Friends received a donation for \$100 from the Wicomico Women's Club.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report: Loudell asked about the response from the bridal ad placed in the Salisbury Independent. Sarah responded that a few brides set up tours of the Mansion to see if it would be a good venue for them.

V. Committee Reports:

A.) Membership:

- 1.) No report.

B.) Hospitality: Jeanne Mears

- 1.) No report.

C.) Publicity:

- 1.) No report.

D.) Acquisitions: Carol Smith

- 1.) No report.

E.) Mansion Improvements: Betsy Wolfe

- 1.) No report.

F.) Review Committee: Carol Smith

- 1.) No report.

G.) Garden: David Scheid

- 1.) See Chair report.

H.) Grant: Ginny Hussey

- 1.) No report.

VI. Special Board Discussion – Board Governance

- A.** The Board should be following the American Alliance of Museums (AAM) guidelines for Boards which spell out how and why Boards operate.
- B.** There are three duties to which Boards should adhere:
 - i.** Duty of Care: Members must attend meetings
 - ii.** Duty of Loyalty: the best interests of the organization must prevail over any individual interest of the individual Board member. The IRS also has a Loyalty clause in regards to Boards when it comes to serving on more than one Board with similar missions.
 - iii.** Duty of Obedience: Members must follow the governing documents of the organization and comply with state and federal laws relating to the organization.
- C.** Bylaw Review – in 2022 the Bylaws will go through their 5 year review
 - i.** The Board is responsible for all Friends activities and membership
 - ii.** The City is in charge of the Mansion and the Curator.
 - iii.** The City appoints a representative and recording secretary (who has full voting privileges); the City has appointed the Curator to that position.
 - iv.** Term limits are spelled out in the Bylaws. There was a discussion about whether or not to reexamine current term limits.
 - v.** The Recording Secretary maintains the records of the Friends.
- D.** Committees
 - i.** A person does not need to be a Board member to serve on a Committee.

- ii. There needs to be a review of the duties of each committee and names
 - 1. Possibility of combining Committees (i.e. Mansion Improvement and Acquisitions).
 - 2. Should rename the Audit Committee to Financial Review Committee.
 - iii. CIP priorities come from the City and from MHT, with suggestions from the Board
 - iv. The Mansion Improvement Committee and the Acquisitions Committee work with the Curator and must follow the Collections Policy.
- E. Frequency of Meetings
- i. The bylaws stipulate that the Board must meet 6 times per year
 - ii. Does the Board need to continue to meet every month?
- F. The main focus of the Board should be fundraising, promotion, and membership.

VII. Old Business

- A. Board Recruitment: the Board is in need of new members. Shanie said the Board should especially try to recruit younger members.

VIII. New Business

- A.) David would like to explore the possibility of signage for outside to interpret the outbuildings.
- B.) Shanie wants to see more focus on attracting younger people and making sure they can also donate. She suggested looking into Cash App, so that younger people can donate through their phones since many don't carry cash.
- C.) Shanie made the suggestion to work with Worcester County and do a joint program about Worcester County history in the early 1800s, which would have included Poplar Hill Mansion at the time.
- D.) This is Nancy Robertson's last meeting as a Board Member. A presentation was made to her to thank her for her service on the Board. She was given a card and a \$100 gift card.

IX. Announcements

- A. Shanie announced that the Juneteenth Celebration is moving forward with modifications. There will be a parade for the occasion.
- B. Sarah announced that former Board member Hsin Cheu is currently in the hospital. He was presenting with possible COVID symptoms, but tested negative. They are running tests to find what might be wrong. Sarah will keep everyone posted.

X. Adjourn:

The meeting adjourned at 12:57 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary