

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

February 17, 2021

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Vice Chair, Jeanne Mears, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, Loudell Insley, 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, February 17, 2021 at 12:00 p.m. by Board Chair David Scheid.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the November 18, 2020 Open Board Meeting Minutes. Hearing no corrections, the November 18, 2020 Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David gave the Board a construction update on the bathroom. They still need to install the sink, toilet, door frame and door. They have asked for a two week extension and hope to have the work completed by the end of the month.
- 2.) David reminded everyone that currently the Mansion's capacity rate is the same and there is a question to as if the Friends can do events. David also reminded everyone that the City is still asking that all City Boards and Commissions meet virtually until further notice.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$9,756.45 in the operating budget.
- 2.) The Friends have received a sizable donation from Mat and Barrie Tilghman via the CFES. They donated a total of \$6,000 as part of COVID relief.
- 3.) There was a question as to how much the December events raised. The Board asked for an itemized breakdown. Sharon said she would email the numbers and breakdown to the Board.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report: None.

V. Committee Reports:

A.) Membership:

- 1.) Four Seasons Garden Club renewal.

B.) Hospitality: Jeanne Mears

- 1.) The December events were successful. The tea had great attendance. The Yuletide Open House was not as well attended as in the past, but it was still fairly well attended considering COVID. The money made from the December events will be emailed to the Board.
- 2.) It was announced that there is a private tea for the Wicomico Women's Club scheduled for April 6th.
- 3.) There is a question about whether to move forward with a St. Patrick's event/tea with the uncertainty of the bathroom renovation completion. Sarah mentioned that publicity would have to go out now, so a decision has to be made. The Board decided not to schedule an event.

C.) Publicity:

- 1.) Sarah said the ad was placed in the Salisbury Independent in their Bridal Edition. The ad was \$350.
- 2.) Betsy suggested doing a "fantasy wedding" photoshoot with a costumed bride from the 1800s for social media advertising.

D.) Acquisitions: Carol Smith

- 1.) None.

E.) Mansion Improvements: Betsy Wolfe

- 1.) Betsy mentioned decorating the newly renovated restroom and how to do so.

F.) Review Committee: Ginny Hussey

- 1.) In finishing her responsibility as Audit Chair before resigning and turning over the committee, Carol submitted the 2019 Review for acceptance. Ginny moved the Board to accept the 2019 Review; Jeanne seconded. The vote was unanimous to accept.

G.) Garden: David Scheid

- 1.) Work in the pollinator garden continues. The students from SU will be ordering plants and they, along with the DAR will plant hopefully sometime in April.

H.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. Board Recruitment: the Board is in need of new members.
 - a. Betsy suggested Jeanne Laws as a new member
 - b. David suggested asking Dee Neal if she would consider rejoining the Board
 - c. There was a question as to how new members are approved. Potential members need to meet the Board first and are encouraged to attend a couple Board meetings and Mansion events; the Board votes if they would like to invite the person to join the Board; and the potential member submits a letter to the Mayor for approval from the City.

VII. New Business

- A.) There was a brief continuance of the discussion about events for the next two months. It was agreed not to do a St. Patrick's Day event and wait and see what and/or if any new restrictions or the lifting of restrictions would happen before making too many plans.
- B.) Audit/Review Committee membership: as Ginny takes over the committee as its new Chair, Carol offered to stay on and assist as needed. The 2020 Review needs to be completed. (Amendment: Carol will continue the duty of Chair into 2021 as a continuance of 2020 working with Ginny to prep her for eventually taking over the committee; Betsy also agreed to help on the committee.)

VIII. Adjourn:

The meeting adjourned at 12:37 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary