

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

May 22, 2019

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, Shanie Shields, and Nancy Robertson; Curator & Recording Secretary, Sarah Meyers

I. Call to Order:

The May Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, May 22, 2019 at 12:00 p.m. by Board Chair Ginny Hussey.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the April 10, 2019 Open Board Meeting Minutes. Hearing none, the March 20, 2019 Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: Ginny Hussey

- 1.) Ginny thanked Shanie for use of the Chipman Center to hold the May monthly Board meeting.
- 2.) Ginny reported that she and Sarah had a meeting with Ben Baker. Poplar Hill still had some money left in our budget and it would be enough to pay for the Nursery repainting, so that expense will come out of the City budget, rather than the Friends' budget.
- 3.) Ginny gave a recap of the LESH award luncheon. The Friends received the award for Best New Heritage Initiative. Sarah showed the pewter award and the Friends also received three citations: one from Governor Larry Hogan, one from Senator Ben Cardin, and one from Senator Chris Van Hollen. Pictures from the luncheon were shared on social media.
- 4.) Ginny announced that she has returned to work for the City, part-time as a grant writer. She will be working Monday, Wednesday, and Friday, but will still be able to fulfill her duties as the Chair.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) See written reports for exact numbers.
- 2.) There is \$5,729.39 in the operating account.
- 3.) Sharon reported on the Tea profit and left exact numbers and questions until the Hospitality Committee report.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: None
- 2.) Total Guests since last report: 286 guests
- 3.) Additions to the calendar: October 3, 2020, Wedding.
- 4.) Changes to the calendar: None.
- 5.) Curator Remarks:
 - a.) Sarah reported on all the work that went into the two teas and thanked those Board members who helped with both.

- b.) Sarah also reported that a lot of her time has been going into planning and finalizing details for the festival, including but not limited to the vendor list, all the participants details, making the program, and meeting with the City to secure all the road closures, tents, trash receptacles.
 - c.) Sarah also talked about the LESHC luncheon and the networking opportunities it provided such as speaking with the Director of Rackcliffe House at Assateague, where they are opening a new exhibit about the enslaved people there. Sarah received an invitation to see the exhibit which might give ideas for how to do a similar exhibit at PHM.
 - d.) Sarah reported North Salisbury Elementary came for their annual visit which was a rousing success and thanked Sharon and David for helping with tours.
 - e.) Sarah reported that the rear steps have been completely rebuilt. Whitiker Construction was able to complete the job in a fairly short amount of time. She spoke to Ben briefly about the possibility of having the front steps also rebuilt and will revisit this topic at our next meeting as the condition of the front steps is now also posing a safety risk. They may have to wait until the new fiscal year when funds become more available. In the meantime, the boards on the steps are being replaced/ repaired.
- 6.) Discussion Curator Report:
- a.) None.

V. Committee Reports:

A.) Membership: Tom Truitt

- 1.) None.

B.) Hospitality: Jeanne Mears

- 1.) The teas were successful. The private bus group had a profit of \$358.63 and the Mother's Day Tea had a profit of \$268.04. Sarah was paid a commission on the total profit. Shanie asked for clarification as to why the Curator was paid a commission. Sharon reminded everyone of the Board's decision to pay the Curator a commission on Friends' events which drew a profit as she was the one who does most of the work (in the case of teas, the food prep and cooking) and therefore goes above and beyond her job description. Shanie was appreciative of the answer.

C.) Publicity: Scott Rall

- 1.) Yard signs have been ordered for the festival.

D.) Acquisitions: Carol Smith

- 1.) None.

E.) Mansion Improvements: Betsy Wolfe

- 1.) None.

F.) Garden: David Scheid

- 1.) The herb garden has been weeded by the Four Seasons.
- 2.) David had his horticulture students prepare various plans for different types of early 1800s gardens and presented their plans to David and Sarah.
- 3.) David also said that he would like to add better interpretation of the gardens. David would also like to add a fake bee skip to enhance a pollinating garden as Dr. Huston probably would have had bees. Finally, David will be adding some more flowers to the gardens.

G.) Budget & Finance: Sharon Murphy

- 1.) None.

VI. Old Business

A. Festival:

- a. The Friends have to purchase “special events” insurance. Sharon will contact Avery Hall about getting a rider added on.
- b. Discussion about the lack of food trucks, which are mostly already booked at other events. Sarah reported that one food truck who had booked dropped out at the last minute. There was a question as to whether the Friends could do simple food like hot dogs on their own with chips and sodas. It was decided that it would be too much work for one volunteer and the manpower was not available to handle doing the food. The suggestion was made to contact a local scout group to see if they would be interested, but the festival is the same week as scout camp, so they would probably not be able to do it either. Sarah will keep looking for a food vendor.
- c. The suggestion was also made that Sarah contact the Salisbury City Police to see if the Explorers would be available to volunteer during the festival to possibly help with parking. Sarah said she would contact Chief Barbara Duncan.

VII. New Business

- A.) Shanie gave the Board a brief history and update on the Chipman Center. Many of the PHM Board had never been to Chipman and appreciated learning about its history and the people who made it possible and continue the work. Shanie specifically spoke about the capital grants received which are allowing the Chipman Center to install a new fire alarm system and refurbish the windows. After adjournment, the Board was offered the opportunity to tour Chipman.

VIII. Adjourn:

The Chair asked if there were any further business. Hearing none she called for a motion to adjourn the meeting. David made a motion to adjourn the meeting, second by Shanie. The meeting was adjourned at 12:38 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary