

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

November 17, 2021

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, Carol Smith, and Shanie Shields; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 0

I. Call to Order:

The November Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, November 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 October 20, 2021 Open Board Meeting Minutes. Hearing none, the October Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David informed everyone that Loudell Insley will not be seeking reappointment to the Board citing health reasons.
- 2.) Jeanne Mears' term is set to expire on the Board in December. According to the Bylaws, if she would like to continue on the Board she may do so by submitting a letter to the Chair stating so, the Chair will submit the request to the Board for a vote and upon approval by the Board, the Chair shall submit the request to the City for final approval. Jeanne has submitted such letter to David. David called for a vote from the Board. Betsy made the motion and Shanie seconded. The decision to allow Jeanne to serve a continuous term was approved unanimously by the Board. Her request and the Board's vote will now be submitted to the City for final approval by the City Council.
- 3.) David gave an endowment update. Currently the Friends have \$81,433.91 available funds from which to draw. The endowment has grown and is currently rather healthy.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$9,780.88 in the operating budget.
- 2.) Sharon announced that Comcast will now be automatically deducted in order to prevent any late fees.
- 3.) Sharon went over the expenditures and income of the Halloween events. There was a total income of \$211.00 and expenditures of \$166.80 for a net profit of \$44.20.

IV. Curator Report: Sarah Meyers

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

V. Committee Reports:

A.) Membership:

- 1.) No Report.

B.) Hospitality: Jeanne Mears

- 1.) The Halloween events were very successful. There were over 200 guests during both events. A lot was learned from the children's event as far as what worked and what did not work to better plan if it is planned for next year. The activities and games were a big hit, but more is needed for next year. There was an underestimation of what would be needed as far as supplies and prizes for the games.
- 2.) Jeanne mentioned the Holiday Events at the Mansion (the Yuletide Open House and the Tea with Santa). She said that volunteers would be needed for both events. The Committee is also looking for someone to take photos during the Tea with Santa. The past volunteers who have done so are unavailable this year. Carol suggested contacting SWAC. The Committee wants a volunteer, and unfortunately most of the photographers known would want to be paid to take photos. Sarah also reminded everyone that she will be in the Salisbury Christmas parade on December 5th, which is the same day as the Open House, so the Board will be running the event at the Mansion.

C.) Publicity:

- 1.) Publicity has been sent out in regards to the holiday events.

D.) Mansion Improvements & Acquisitions: Betsy Wolfe & Carol Smith

- 1.) The Committee met with Sarah to discuss ideas and suggestions. One idea was to acquire a pie safe for the Keeping Room. Betsy talked with Brice Stump about the possibility of acquiring one for the Elizabeth Hall Estate. She is waiting to have further discussion with him about availability and cost.
- 2.) It was also suggested that the mannequin in the Surgery Room be aged to reflect an older representation. This has been mentioned before and Betsy is talking with an artist to try and make this happen.
- 3.) Betsy brought up the model of the four square house in the attic that was donated to PHM years ago. After talking with Sarah, and finding out it has nothing to do with the mission of PHM and no relation to PHM, she would like the house donated to the Adkins Historical Society. Ginny made the motion to deaccession the model from the collection of PHM and gift it to the Adkins Historical Society. Betsy seconded. After no further discussion, the Board voted unanimously to deaccession and gift the item. Sarah will contact Sylvia Bradley, Director of Adkins to make the arrangements.

E.) Review Committee: Carol Smith

- 1.) Carol announced that the review is underway. The financial review has been completed. The inventory review has also been completed.
- 2.) Carol asked once again for all the committees to submit a report for the annual review.

F.) Garden: David Scheid

- 1.) David reported that his Spring class will be working on a possible redesign of the back garden area.

G.) Grant: Ginny Hussey

- 1.) No report.

H.) Nomination Committee: Ginny Hussey

- 1.) Ginny presented the proposed slate of officers for the next two years. The slate is David as Chair, Jeanne as Vice Chair, Sharon as Treasurer, and Carol as Corresponding Secretary. (Sarah remains as the appointed Recording Secretary.) The slate and/or nominations from the floor will be voted on at the December 15th meeting.

VI. Old Business

- A. David gave an update on ongoing capital projects. The front porch rebuild is underway. The City is also currently waiting to hear from MHT about the approval for the lift on the rear steps. The City was informed that the MHT Committee is meeting this month and a decision should be rendered soon.

VII. New Business

- A. David mentioned the December meeting will be brief as we have done in the past for December, followed by a small social for members and guests.

VIII. Adjourn:

The meeting adjourned at 12:39 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary