

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

October 21, 2020

Open Board Meeting Minutes

**Present:** Board Chair, David Scheid, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, and Carol Smith; Curator & Recording Secretary, Sarah Meyers

**I. Call to Order:**

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 21, 2020 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 September 16, 2020 Open Board Meeting Minutes. Hearing no corrections, the September 16, 2020 Open Board Meeting Minutes were approved.

**III. Reports:**

**A.) Chair: David Scheid**

- 1.) David gave an update on the appeal letter. Checks are starting to come in from the appeal.
- 2.) David announced that former Board member Gen Deggendorf passed away and her family asked that people make donations to PHM in lieu of flowers. The donations received will go to a garden project, as Gen was very involved with the gardens.

**B.) Treasurer Report: Chair Sharon Murphy**

- 1.) There is \$3138.28 in the operating budget.
- 2.) There is \$1114.76 in the refurbishment (after paying for the dining room chairs to be repaired), \$367.39 in the kitchen, \$100 in the surgery, \$125 in the pianoforte, and \$614.20 in the festival accounts.

**IV. Curator Report: Sarah Meyers**

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report:
  - a.) Because Sarah had said that there was an issue with one of the caterers from a wedding, Betsy suggested a special contract with caterers about expectations when they use the kitchen (i.e. use of Mansion items, cleanliness, and condition of the Kitchen to be returned after use). Carol also suggested taking photos of the inside of the cabinets and attaching photos to the inside of the doors to show what is inside each cabinet and how things should be placed after use.

**V. Committee Reports:**

**A.) Membership:**

- 1.) Two renewals.

**B.) Hospitality: Jeanne Mears**

- 1.) The committee met and decided to move forward with Betsy and Loudell's idea to do takeout tea boxes. Each box will contain cookies, scones, and teabags along with a holiday ornament attached. Each box will be \$10 and we will sell the boxes for the Yuletide Open House on December 6 as well as at the Tea on December 10.
- 2.) The committee will also do a silent auction of items at the Yuletide Open House and is asking for donations of baskets/items.

**C.) Publicity:**

- 1.) The appeal letter is part of the publicity campaign at the Mansion. The letter went out to 4000 addresses. Hopefully it will drive some people to visit PHM website and learn more about the museum.

**D.) Acquisitions: Carol Smith**

- 1.) None.

**E.) Mansion Improvements: Betsy Wolfe**

- 1.) Matt finished with all of the chairs and they have been returned to PHM.
- 2.) Betsy suggested getting the new collection of Children's items appraised. Sarah reminded everyone that the City pays the insurance on the collection and it would be up to the City to get professional appraisals if necessary.

**F.) Audit Committee: Carol Smith**

- 1.) Carol has asked to step down from the Audit Committee. David and the Board thanked her for her work and efforts over the past years on the committee.

**G.) Garden: David Scheid**

- 1.) Work in the gardens continue. David and Dung planted winter pansies and mums out front to make the entrance more appealing.
- 2.) David noticed a bee hive in the tree in the side yard.
- 3.) Pollinating Garden – David asked the City to come in with a back hoe and dig up the new garden area to eliminate the stumps, ivy, and other brush; David is trying to get the labor to build the Chippendale fence donated; the donations received in memorial to Gen Deggendorf will probably be used to put a bench in the new garden.

**H.) Grant: Ginny Hussey**

- 1.) No report.

**VI. Old Business**

- A. None.

**VII. New Business**

- A.) Betsy suggested Katie Glasner as a possible new Board member.

**VIII. Adjourn:**

The meeting adjourned at 12:29 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sarah M. Meyers".

Sarah Meyers  
Curator  
Recording Secretary