

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

October 20, 2021

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, Carol Smith, and Shanie Shields; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 1

I. Call to Order:

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 20, 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 August 18, 2021 Open Board Meeting Minutes. Ginny Made a motion to approve. (Discussion in Old Business section A). Shanie abstained. Betsy and Carol voted not to approve. Ginny, Sharon, and David vote to approve. The April Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David informed everyone that the budget amendment for the lift has been approved by City Council for an additional \$35,000. Betsy inquired about which door it would be located on and was informed that it will be on the main back door of the house. The stair width will be extended towards the kitchen wall and an incline lift will be installed. The approval for the lift plans have now been submitted to MHT.
- 2.) David also informed the Board that the front steps will also be rebuilt as an exact replica of what is already there; because it is an exact replica, it does not need to go through the extensive application process of MHT.
- 3.) David also appointed a nominating committee in conjunction with the bylaws to elect officers in December. He appointed Ginny, Sharon, and Jeanne to the committee. They will present the slate at the November meeting.
- 4.) David said next year will be a bylaw revision, since it's been five years since the last revision. It's especially time to update the committees and their descriptions. He would also like to work on a five-year strategic plan for the Friends or PHM, which differs from the museum's capital plan (CIP) and the city's strategic plan for PHM.
- 5.) David said that there will be a report next month on the September meet and greet for potential Board members as far as who came, who is interested, and next steps forward including forming a committee to make recommendations. Betsy mentioned that Claudia Thompson might be a good prospective new member.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$10,971.85 in the operating budget.
- 2.) Sharon purchased a new printer since the last one stopped working.

- 3.) There was a discussion about the Comcast bill. The rates and taxes have fluctuated. It was once again mentioned that the Friends should look into alternatives or call Comcast and renegotiate the contract/services.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report: Sarah highly suggested buying new dinner plates for the Mansion to be used during events. Currently there is a variety of different plates being used and it would be best and professional for them all to match. She suggested buying all white ones to match the other dishes (which do not need to be replaced). As the Acquisition Chair, Carol made a motion to buy a gross (12 dozen) of new plates. Ginny seconds. The vote is unanimous to approve the motion.

V. Committee Reports:

A.) Membership:

- 1.) No Report.

B.) Hospitality: Jeanne Mears

- 1.) The Halloween event for children is in full planning mode. Pepsi has donated sodas. There will be Styrofoam pumpkin painting with paint sticks. There will also be games. There will also be hot dogs and chips available for sale. It was decided to do prepackaged bags of treats for the evening event in light of ongoing concerns over COVID.

C.) Publicity:

- 1.) A travel writer came to the Mansion, along with other sites in Wicomico County, and will write about the Mansion on her blog.

D.) Acquisitions: Carol Smith

- 1.) No report.

E.) Mansion Improvements: Betsy Wolfe

- 1.) No Report.

F.) Review Committee: Carol Smith

- 1.) Carol asked for all the committees to submit a report for the annual review. Carol will be including the Curator's report, which provide a good overview of everything going on at the Mansion.

G.) Garden: David Scheid

- 1.) No report.

H.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

A. There was a discussion with the Board as to what was discussed at the August meeting, specifically from City Administrator Julia Glanz, as to the responsibilities of the Board and Curator. Some Board members felt as though there might be some conflict starting and wants to make sure that does not happen. Shanie suggested having a special meeting among the Board to clarify the roles of the Board and the Curator and to clear up any confusion, miscommunications, and misunderstandings. Carol went on to agree and suggested inviting Mayor Jake Day, rather than City Administrator Julia Glanz, to discuss the expectations from the City as to the responsibilities of the Board. Shanie also suggested including Director of Field Ops, Jana Potvin. It was suggested that possible bylaw revisions also be discussed to make sure the bylaws are in conjunction with the responsibilities of the Curator. David will try to coordinate a special meeting.

VII. New Business

- A.) David mentioned the upcoming residing of the Mansion. Sarah gave a brief update that there is \$50,000 in the budget for the residing and the City is moving forward into the first phase of the project. They will be working on finding bids from companies willing to do the beaded cypress wood siding.
- B.) The Beach to Bay Heritage Area is having their annual luncheon next week. David mentioned in the past that when Board members wanted to attend, the Friends have covered the cost. David motioned that the Friends pay for the Curator and other Board members. Sharon seconded the motion. It was approved unanimously.

VIII. Adjourn:

The meeting adjourned at 12:50 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary