

BOARD OF DIRECTORS

FRIENDS OF POPLAR HILL MANSION

September 16, 2020

Open Board Meeting Minutes

**Present:** Board Chair, David Scheid, Board Vice Chair, Jeanne Mears, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, and Loudell Insley; Curator & Recording Secretary, Sarah Meyers

**I. Call to Order:**

The September Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, September 16, 2020 at 12:01 p.m. by Board Chair David Scheid.

**II. Approval of Minutes:**

The Board Chair asked if there were any corrections or additions to the June or August 2020 Open Board Meeting Minutes. Hearing no corrections to the June and August Open Board Meeting Minutes were approved.

**III. Reports:**

**A.) Chair: David Scheid**

- 1.) Covid-19 update: David talked about the Governor's order of entering the Phase III of the Covid recovery and how that affects PHM and our visitation. Technically the Mansion can now have up to 40 people at a time in the Mansion and up to 75 people in the outdoor space in accordance with Phase III. The City would like to keep those numbers a little lower because of the still higher numbers in Wicomico County. 30 people indoors and 50 people outdoors is a more comfortable number.
- 2.) The City has also recommended that all their Boards and Commissions (including City Council) continue with virtual meetings. In accordance with that, PHM will continue with virtual meetings for the foreseeable future.
- 3.) David gave an update on the appeal letter. The USPS approved PHM for a non-profit authorization number, so now PHM can send bulk mail at a cheaper rate. This includes the 4,000 letters to be mailed out, so each letter should only cost about \$0.12 to mail.

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

- 1.) There is \$2096.51 in the operating budget.
- 2.) There is \$4196.52 in the refurbishment, \$367.39 in the kitchen, \$100 in the surgery, and \$364 in the festival accounts.

**IV. Curator Report: Sarah Meyers**

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report:
  - a.) No discussion.

**V. Committee Reports:**

**A.) Membership:**

- 1.) No report.

**B.) Hospitality: Jeanne Mears**

- 1.) The committee has decided to move forward with the Holiday Tea scheduled for 12/10/2020. Sarah will ask the City if this would be allowed, following the Covid-19 protocol. Betsy suggested doing “to go” tea boxes instead of a sit-down tea. Loudell offered to donate the pyramid tea bags for boxes. The Hospitality Committee will discuss the idea.
- 2.) The Holiday Open House will also go on as planned. Loudell suggested having a silent auction in conjunction with the open house in order to help raise money for the Friends.

**C.) Publicity:**

- 1.) WMDT did a segment on the news about how Covid-19 has affected museums and featured PHM.

**D.) Acquisitions: Carol Smith**

- 1.) None.

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

- 1.) Matt finished with 4 of the chairs at a cost of \$490. The other eight chairs have been taken for refurbishment and should be done in a few weeks.
- 2.) Betsy said John Robinson is still working on the Eli Terry & Sons Clock.

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

- 1.) The review is still not done yet.

**G.) Garden: David Scheid**

- 1.) The weeds have been especially aggressive with all the rain last month.
- 2.) The Friends received a grant for the State Society of the DAR to pay for the new pollinator garden being installed at the end of the driveway. The grant will cover all the plants, mulch, and stones for paths in the garden. The Friends will still have to pay for the fence and possible bench. Sarah will check into getting lumber donated for a fence.

**H.) Grant: Ginny Hussey**

- 1.) Ginny has submitted the MHT non-capital grant for the African-American research project.

**VI. Old Business**

- A. The appeal letter is ready to be sent. The total will be approximately \$1500 (depending on final cost of postage). Jeanne made a motion that the Friends send out the mailer. Ginny seconded the motion. The vote was unanimous.

**VII. New Business**

- A.) The Capital Improvement Plan (CIP) has been submitted. Projects include the ADA improvements, residing of the Mansion in two phases, the repair and replacement of the shutters, and installing positive ventilation in the attic space to make it better for storage and exhibit space.
- B.) The City is also planning on having a roof and chimney inspection done at the Mansion.

**VIII. Adjourn:**

The meeting adjourned at 12:38 PM.

Respectfully Submitted,

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

Sarah Meyers  
Curator  
Recording Secretary