

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

April 19, 2022

Open Board Meeting Minutes

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

I. Call to Order:

The March Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, April 19, 2022 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 March 16, 2022 Board Meeting Minutes. Hearing none, the February Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David reported that his class continues their work in the Smokehouse exhibit and landscaping. The budget is already going over what was anticipated and he asked for an increase. Betsy made a motion that the budget be increased by \$500. Ginny seconded. Approval was unanimous.
- 2.) The stanchions have arrived and the Friends were able to get them at a discounted rate.
- 3.) David sent a scope of work for the painting and plastering to Dana Simpson and she sent her estimate for the work. She gave a detailed explanation of the work that she will do. She estimates that it will take about 65 hours of work. There are different rates for each of the tasks. David has projected out that the total cost of the project will be about \$6,500, but David is suggesting we budget \$7,000 as a cushion to cover any unexpected costs. Carol made the motion to approve \$7,000. Ginny seconded. The vote was unanimous to approve.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$10,679.19 in the operating budget.
- 2.) No further discussion.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report:
 - a) Sarah specifically mentioned the new donation of items, including vintage quilts from the 1930s and 1940s. Carol mentioned that we could do an exhibit on the second floor at some point about the house during that period (the Waller Period of the house) and Betsy mentioned she had a dollhouse from the Waller Family. David also mentioned that it would be a great publicity opportunity.

- b) David also had a request to buy new LED realistic looking candles to put in all of the candles throughout the house. Jeanne made a motion to purchase the candles. Carol seconded. The vote was unanimous to approve.
- c) Betsy had a question about the expenditures for the Festival as to which groups received money. Sarah said that the Dover Country Dancers and the reenactors receive a stipend, but Bill Alexander does it at no cost. Sarah also mentioned the cost of the tent and alluded to the cost of materials for the May Pole (the Festival is further discussed under Hospitality).

V. Committee Reports:

A.) Membership:

- 1.) Avery Hall Insurance became a corporate member.

B.) Hospitality: Jeanne Mears

1.) Festival:

- a. Publicity has been sent out
 - b. Those who have dresses will wear them
 - c. Raffle for the Spring Basket and a 50/50, which means a gaming permit needs to be purchased. The Mansion already has tickets.
 - d. Volunteers:
 - i. Betsy will be in the Vendor Tent
 - ii. Ginny and David's students will be doing children's activities (whirligigs, planting marigolds, coloring pages)
 - iii. Carol will be upstairs talking with guests
 - iv. Bill Hussy will be downstairs talking with guests
 - v. Shanie will be in the front information tent along with Debbie Meyers
 - e. There will be a food truck and possible a shaved ice truck.
 - f. Bill Alexander will be playing the pianoforte
 - g. The Dover Country Dancers will be in the Dining room (the table needs to be moved and the rug rolled up)
 - h. Jeanne suggested that any Board members who had anything they'd like to donate and sell to bring it the day of and we'll put it in the vendor tent
 - i. Sarah discussed the May Pole construction and what needs to go into that as far as a large PVC pipe and ribbon; Sarah will construct it; Sarah has been watching YouTube videos to figure out the dancing and suggested just simple dancing that they do in elementary schools; after a discussion about the best way to secure it so it doesn't fall, it was decided that Betsy would ask her son to come over and bury it in the ground.
- 2.) Jeanne also stopped by Salisbury Brick to ask about the brick engraving. It was decided that it has gotten too expensive to really feasibly continue selling bricks, especially during the Festival. David then suggested that we use the blank bricks we have left over in front of the Smokehouse to create a better entrance way.

C.) Publicity:

- 1.) Publicity was sent out about the Festival. There is also a Facebook ad and yard signs to be put out.

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

- 1.) Carol mentioned the use of QR codes on some of the items around the house to link to a website or app that people can scan and get a more detailed description of items throughout the museum.
- 2.) Betsy mentioned that Sylvia Bradley should be coming at some point to pick up the model house and lamp for the Adkins Historical and Museum Complex. Sarah said that she spoke with Sylvia, who has apologized for not coming sooner, and told Sarah that she would try to get volunteers together to come in the next few weeks to pick up the items.
- 3.) Betsy gave a brief recap of the last meeting: cleaning out the back staircase; continuing efforts to improve the Nursery; efforts to improve the Keeping Room; the Girandoles have moved downstairs and had their crystals repaired; John Robinson will come and take a look at the other clocks in the house and fix them if he can (the mantel clock could not be fixed).
- 4.) Carol had a discussion about having fireplace fenders in the Nursery and Dining Room. She mentioned the difficulty in finding period fenders and also the cost of the fenders, but thinks it would be important to have. She would like the Board to consider an amount be set aside in case one is found at auction, so that the Committee, in conjunction with Sarah, could go ahead and purchase it without having to wait for a Board meeting to seek approval, due to the nature of auctions. The Committee will discuss this further, including a suggested budget at their next meeting in May.

E.) Review Committee: Carol Smith

- 1.) No report

F.) Garden: David Scheid

- 1.) David reported his students moved the boxwoods and opened up the area in front of the Smokehouse.
- 2.) The students have also completed painting the floor of the Smokehouse; continue building the faux chest that will act as a cover for the irrigation, and installed the tracks for the lighting (the City electrician needs to come out and do the wiring).

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. None.

VII. New Business

- A. None

VIII. Adjourn:

The meeting adjourned at 12:55 PM.

Respectfully Submitted,

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

Sarah Meyers
Curator, Recording Secretary