

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

February 16, 2022

Open Board Meeting Minutes

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

I. Call to Order:

The February Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, February 16, 2022 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 December 15, 2021 Special Board Meeting Minutes. Hearing none, the December Special Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

1.) No report.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$8,561.91 in the operating budget.
- 2.) Sharon pointed out that the bond insurance was due at \$100, as well as the Chamber of Commerce Membership.
- 3.) She also pointed out the art storage unit was ordered at a cost of \$748.95

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report:
 - a) Shanie brought the question about the Mansion renting for political events such as fundraisers up for debate. Sarah mentioned that the Board had this discussion previously and decided to change the previous policy from requesting a donation to a flat rate of \$100 to keep it equitable and fair. Sarah also reminded the Board that the Mansion is available to rent to any political candidate or organization regardless of political party. Shanie and Betsy said the fee was too low and Shanie suggested raising the fee to be \$200 making an official motion to do so. During the discussion, Sarah reminded the Board that they could not raise the fee retroactively. Betsy did not agree with the Mansion being used by any political group, but suggested that if they did, they be charged the same price as any other party, which is a fee of \$400. Sarah informed the Board that usually for a non-profit, there is a fee of \$200. Political candidates and organizations fall under the non-profit category (501-c4).

The motion stands at raising the fee to \$200 for political candidates and organizations. Jeanne seconded. The vote was unanimous to raise the rate to \$200.

- b) Shanie also said that she met with the Mayor and asked him what the role of the Board of the Friends of Poplar Hill Mansion was and the Mayor informed her that the purpose of the Friends was to raise money. Shanie asked about who did the events at the Mansion, Sarah or the Friends? She was informed by other Board members that the Friends do the events such as the teas, festival, Halloween, and Holiday and Sarah schedules the private rentals. The proceeds of which all go to the Friends, except for Sarah's commission.

V. Committee Reports:

A.) Membership:

- 1.) No Report.

B.) Hospitality: Jeanne Mears

- 1.) Jeanne reported that the committee met last week to discuss the year's events. Sarah listed them in her Curator's report. The festival will take place on May first and there will be an Asian themed tea on May 19th to correspond to the new exhibit. The thought process was to focus on two big events in the spring rather than trying to do something every month. Then in the fall, there will be the normal events such as Halloween and Holiday events. Jeanne reminded everyone that we will need help, especially during the festival.
- 2.) Sharon went over the expenditures and income of the Holiday events. There was a total income of \$909.23 and expenditures of \$313.63 for a net profit of \$595.60.
- 3.) There was a brief discussion about the amount of tea boxes sold. It was suggested we cut back on the amount. Sarah reminded the Board that this is the year for the Newtown Holiday House tour and if that goes forward, the Friends might have better luck selling more boxes due to increased visitation.

C.) Publicity:

- 1.) The bridal ad was placed in the Salisbury Independent.
- 2.) Sarah also mentioned that the Independent was doing a special insert about Black History Month and perhaps the Board would consider that for next year in conjunction with an event at the Mansion.

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

- 1.) Carol and Betsy found two fireplace fenders they would like to acquire for the Mansion's collection. Betsy is going to ask Carol to email the Board pictures of the fenders so they Board can vote if they should accept.
- 2.) The Committee would like to continue doing improvements in each of the rooms to make the house looked lived in.
- 3.) David asked the committee to handle the restoration of the painting that needs to be done in the Mansion (the touchups in the dining room around the windows with the golden ochre and the restoration of the baseboards in the dining room and parlor). David would like the committee to get several bids and make sure that those bids include samples of the work that needs to be done, since the painting includes faux finishes.

- 4.) Betsy found an almanac from the early 1800s she would like to donate to the Mansion. She also donated some fireplace tools to the Mansion. Sarah will add the items to the inventory.

E.) Review Committee: Carol Smith

- 1.) No report.

F.) Garden: David Scheid

- 1.) David reported that his Spring class will be determining where a kitchen garden should go and to work on the Smokehouse entrance and exhibit.

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. None.

VII. New Business

- A. Betsy reminded the Board that the 50th Anniversary of the City ownership of the Mansion is happening in two years and she would like to see a type of commemoration, possibly with previous Board members take place.

VIII. Adjourn:

The meeting adjourned at 12:31 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary