

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

February 15, 2023

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Jeanne Mears, Vice Chair, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Will Lowery, Betsy Wolfe and Carol Smith; Board Elected Members Dee Neal and Kris Martin; Newtown Representative Katie Gleason; 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 15, 2023 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 December 14, 2022 Board Meeting Minutes. Hearing none, the December Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David welcomed the Newtown representative Katie Gleason.
- 2.) David talked in depth about the painting restoration in the Surgery Room. He detailed the paint analysis and why the colors chosen were chosen. (The paint analysis is on file at the Mansion). The timeline for completion of the project is March 15th. The plaster work has proven more extensive than originally thought. When the project is completed, David would like to see a “Grand Reopening” to showcase the paint restoration of the entire first floor. Ginny suggested inviting the Chamber of Commerce to do a Business After Hours event at the Mansion with a ribbon cutting.
- 3.) David met with Allen Swiger, the Director of the Arts, Business, and Culture Department (which oversees Poplar Hill Mansion) to discuss ongoing and upcoming projects. The City is working out the issues with the lift to try to get it done asap. The siding for the Mansion will have to incorporate numerous (and undetermined) phases due to rising costs. Phase I will be the lower half of the building on the east and west elevations and Phase II will be the lower half of the building on the north and south elevations. The City will be looking for grant opportunities to complete the upper half of the building. The City will help in efforts to clear out the southwest corner in the rear yard of the invasive plants so that David’s class can plan a new garden. Repairs to the Privy were also discussed along with the interpretive sign. Finally, all City Commissions are going to be required to do a strategic plan. The Friends are also going to go through a bylaws review and update. David is waiting on feedback and information from the City. The Executive Committee will be working on that before it goes to the full Board. The ABCD has a new Assistant Director, Scott Roberts, who will be the immediate supervisor of PHM.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$12,071.73 in the operating budget.

- 2.) Sharon also shared the Income/Expense report for the Holiday Events.
- 3.) There was a discussion about the increase in the price of the teas at PHM. The concern was that the Friends still may not be charging enough compared to “competitors” in the area who charge more money. Dee mentioned that she had been to the competition and did not think it was as good. Betsy suggested that members possibly attend one of the competitors teas to see what it is like.
- 4.) David proposed the withdraw of \$20,000 from the Community Foundation fund in order to pay for the plaster repair, painting restoration, and other expenses related to restoration efforts. Dee made the official motion and Ginny seconded. The motion was approved.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Sarah highlighted that the ABCD has a new marketing director who will be working with her to create a new, up-to-date brochure for the Mansion.
- 3.) David asked for an update on the front sign. Sarah said all approvals have been made and Andy Kitzrow has tasked the City with having it complete and installed by May 7 (in time for the Festival).
- 4.) Sarah will be attending the Small Museum Association Conference next week in Wilmington, DE.

V. Committee Reports:

A.) Membership:

- 1.) No report.

B.) Hospitality: Jeanne Mears

- 1.) Jeanne said that the events have been set for 2023.
- 2.) The first event is March 16th which will be a St. Patrick’s Day Tea. Sarah went over the menu. Everyone was reminded that the day before the tea is the day of the next Board meeting, so the meeting will have to be in the Parlor.
- 3.) Jeanne also mentioned the Festival coming up in May. Jeanne asked everyone to brainstorm about activities. It was explained to new members what goes on during the Festival. An email was sent out to last year’s vendors to ask about participation. David said he already has some student volunteering to help. Ginny asked about the May Pole, which will again be in place. Betsy said she would do the retail tent again. The question was asked about possibly inviting people to have a “yard sale” in addition to the vendors and charge people a fee to have a table. Sarah mentioned that in a meeting with Allen and Andy, they all discussed closing down the entire street and Andy suggested a beer truck. If the street was closed, it would allow people to set up tables in the street and the Friends could charge \$10 a table to those people. The City would like to be more involved and see the Newtown Association more involved. Further discussions will be had for possible fees.

C.) Publicity:

- 1.) The ad was submitted for the Bridal edition of the Salisbury Independent. Betsy inquired about input for the ad and Sarah said it was sent to the Executive committee for approval and received approval.

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

- 1.) David suggested measuring for the canopy right after the meeting so it can be ordered. It was suggested not to get a white one, rather an ecru color. It was agreed that it should be one of the crocheted or fish net ones.

E.) Review Committee: Ginny Hussey

- 1.) No report.

F.) Garden: David Scheid

- 1.) Will is now on the Garden Committee.
- 2.) Determinations will be made if any plantings need to be made to the pollinating garden from winter damage and they will determine flowers to be planted in the front of the Mansion.
- 3.) Sarah asked about signs in the pollinator garden. David said he and Will be working on those to coordinate with the large sign in the garden.

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

A. None.

VII. New Business

A. None.

VIII. Adjourn:

The meeting adjourned at 12:53 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary