

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

June 22, 2022

Open Board Meeting Minutes

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

I. Call to Order:

The June Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, June 22, 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 April 19, 2022 Board Meeting Minutes. Carol noted that the minutes contained the word review instead of audit, even the bylaws call for an audit. She would like the minutes to reflect that it was the audit as required by the bylaws. Sarah said she will change it to “Audit/Review” with the caveat that an independent audit is not required. Hearing the no other comments, the April Board Meeting Minutes were approved as amended.

III. Reports:

A.) Chair: David Scheid

- 1.) David reported that he talked to Dana Simson who is doing the painting in the Dining Room and Parlor, and she is planning to commence the work in there the second week of July. David and Sarah will move all the furniture out of the rooms. Carol suggested that as the work is being done, that the stanchions be used so that the public can see progress in the rooms, but not be able to enter the rooms over safety concerns.
- 2.) David mentioned all the faux food arrived. He and Sarah and one of his students will continue to work in the Smokehouse and will finish the work that still needs to be complete. Sarah is checking with the City to see if the carpenter and electrician can come out and fix the minor repairs to the exterior and do the wiring for the track lighting. Carol asked about a ribbon cutting for the Smokehouse and the interior painted.
- 3.) David suggested ordering book cradles for the new book acquisition in the Surgery Room. He also recommended looking into repairing the spine of the 1795 book currently on display. The suggestion was made to ask the Nabb Center for recommendations of who could do that work.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$40,883.11 in the operating budget.
- 2.) The Friends received the check for \$30,000 as requested from the CFES.
- 3.) Betsy would like to see a breakdown of the events to see how much income vs commissions are being made

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) There was a brief discussion of displaying the archaeological finds from the 1970s and any other items that would found in a display case.

V. Committee Reports:

A.) Membership:

- 1.) No report.

B.) Hospitality: Jeanne Mears

- 1.) Festival:
 - a) Great turnout, over 450 visitors that day
 - b) Sarah did a SWOT analysis to highlight the good and bad that happened
 - c) Recommendation that we open up the restroom on the second floor for volunteers or rent a port-o-potty again for next year.
 - d) Plan for May 7th of 2023 for next year's festival
 - e) Need a better fundraising mechanism. Betsy suggested asking business for gift cards to make a better basket to raffle.
- 2.) Possible ribbon cutting this fall for the new exhibit and repairs

C.) Publicity:

- 1.) Great publicity for the Festival including a spot on Delmarva Life.

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

- 1.) John Robinson coming to potentially fix the tall case
- 2.) Sylvia Bradley still needs to pick up the house and lamp.
- 3.) The servant staircase will be cleaned off, so it can be open for the public to see.
- 4.) The committee is requesting a budget of \$1500 to be used to purchase fireplace fenders. Due to time sensitivity, it would be nice to just purchase an item rather than wait to bring it to full Board approval.
- 5.) There are two glass lamps listed on the inventory. Betsy believes this might be whale oil lamps and they will look into acquiring that type of lamps.
- 6.) Sarah is checking into the price to have the rugs cleaned and repaired.
- 7.) Look into getting the cost of getting the exterior windows cleaned (no power-washing). Possibly ask John and Dana if they would be able to do that.
- 8.) Placement of seasonal floral decorations (artificial) through out the house.

E.) Review Committee: Carol Smith

- 1.) Signed copy has been submitted, but need to approve the review/audit.
- 2.) Sharon moves to approve the Review/Audit for 2019 and 2020. Betsy Seconds. Motion passes unanimously.

F.) Garden: David Scheid

- 1.) David reported that another garden club (Town & Country) will hopefully be coming out this summer to help with some of the pruning and weeding.

- 2.) The Mansion has acquired a second bee skep as a backup.
- 3.) The next project for David's students will probably be a "Woodland Garden" in the northwest corner of the property. The plan needs to be developed for what that will entail.

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. None.

VII. New Business

- A. The summer schedule is repairs and painting. The next meeting is scheduled for August, but David has suggested waiting to see where the progress of the work that is being done is to determine if the Friends will be able to meet then.
- B. Carol had a question about doing something to the very back of the parking lot in order to camouflage the mulch pile and debris pile. David said he will study the situation and try to determine the best solution.

VIII. Adjourn:

The meeting adjourned at 12:42 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary