

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

March 16, 2022

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Vice Chair, Jeanne Mears; Treasurer, Sharon Murphy; Board Members: 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, March 16, 2022 at 12:04 p.m. by Board Chair David Scheid.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the February 16, 2022 Board Meeting Minutes. Hearing none, the February Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

1.) No report.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$8,867.58 in the operating budget.
- 2.) Sharon said that they have finally opened the new account with Farmers Bank of Willards and as soon as the last expenses clear with Truist, she and Ginny will close that account and transfer all the money into Farmers Bank.
- 3.) Comcast is now set up for automatic payments. Carol asked if the whole “utility” expense was Comcast. Sharon answered in the affirmative. Sarah reimburses the Friends \$109 for the cable portion of the bill. Sharon checked with the accountant for how that should be handled and it shows as a “reimbursement.”
- 4.) Betsy had a question about the supplies needed for the exhibits which incurred an expense. Sharon shared the list from the receipts such as stands and fabric. Supplies also included things for the Mansion such as hand soap.
- 5.) Betsy also had a question about Sarah’s commission on events and wanted to make sure Sarah was not being underpaid. She thought Sarah made a 1/3 commission. It was clarified that Sarah makes a 30% commission on all events, both public and private.
- 6.) Sharon also reported that the accountant, Stan Morris, has filed the Friend’s 990 EZ postcard, fulfilling the tax return.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Discussion Curator Report:
 - a) Betsy asked the Curator keep the Board better informed on any future exhibits that she might plan. While the new exhibit about the Asian art is well done, it would be

better for the Board to know how an exhibit is going to come together and what will be shown.

- b) Betsy also suggested calling Shanie to see if the Chipman Center has any use for the plates replaced in the kitchen. Sarah said she would call to find out. The other suggestion was to ask one of the local churches, such as the Hatian Church in the neighborhood to see if they have a use for them, the Opportunity Shop, or one of the shelters.

V. Committee Reports:

A.) Membership:

- 1.) There was a meeting right before the Board meeting to discuss membership plans. One of the major things discussed was perks for different levels. Sarah shared what was done previously by one of the former Membership Chairs several years ago. All agreed it was a good start.
- 2.) It was agreed that the “Corporate Membership” should be raised to \$250 and a letter should be sent out to Chamber of Commerce members.
- 3.) There was also discussion about Lifetime Members. Carol suggested bestowing honorary Lifetime Memberships to people who have contributed significant time and resources to PHM, especially Jason Illari, who wrote the history of the Mansion as his Master’s Thesis. She went on to suggest a special event to celebrate that possibly sometime this fall. There was also a discussion of changing the rate of a Lifetime Membership, which currently stands at \$500. No definitive answers were made and further discussion will have to be had.

B.) Hospitality: Jeanne Mears

- 1.) Jeanne said the Festival is the focus and not much to report at the moment, but as more participants sign up, there will be more to go over.

C.) Publicity:

- 1.) The Board thinks the Bridal ad should be changed up for next year. There was a question about whether the couples gave consent to have their pictures used and Sarah pointed out that its in their contract that PHM can use their photos for publicity. It was also mentioned that special care should be given in case a couple divorced and Sarah pointed out that at least one of the couples pictured are no longer together and she would remove them from future advertising.
- 2.) Publicity for the new Asian Art exhibit will go out in May when the exhibit is premiered to celebrate Asian-Pacific Islander Heritage Month.

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

- 1.) Betsy announced the mantel clock is coming back to the Mansion. When it was taken apart, it was discovered that a much earlier repair was done improperly. Unfortunately, he could not get the clock to work. Betsy asked Sarah about the finials for the clock and Sarah has them.
- 2.) The Committee would like to continue doing improvements in each of the rooms to make the house looked lived in.

- 3.) There is no current painting update, but Betsy should have more information about a potential painter within the next few days. The windows in the dining room, repairs to the walls, and the baseboards in the dining room and parlor are to be restored.

E.) Review Committee: Carol Smith

- 1.) The Committee has finished their review for 2019 and 2020.
- 2.) They recommend that events be broken down and a report be made for each event in addition to just the Quickbooks report.
- 3.) Carol will send out the copies of both reports to the entire Board and the Board will approve them at the next meeting.
- 4.) The reports will be presented and available for public review at the Friends Annual Meeting (date TBD).

F.) Garden: David Scheid

- 1.) David reported that his students are doing an analysis to determine where the Kitchen garden should go. They've determined that it should be on the side lawn across from the pollinating garden. They've also gone through historic catalogues and historic gardens to determine what it would look like and what should be in it. It's been suggested to move the fountain (Betsy suggested removing the fountain completely).
- 2.) The students are also working on the Smokehouse exhibit. They will be removing the ivy, creating splash areas on both sides for the water coming off the roof, and opening up the front by creating an entry platform. They are also working with Sarah to create the exhibit inside and make sure the tools are cleaned and will be labeled properly. New track lighting will be installed. They will also be power-washing and painting.

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. None.

VII. New Business

- A. Carol suggested that the Board needs to start developing a 5 year strategic plan. Currently the Friends have a "gold" rating on Guidestar and the to get to the "platinum" level is to have a strategic plan and a code of ethics. Carol said she might be able to use a template from the American Alliance of Museums (AAM) and possibly work on a code of ethics.

VIII. Adjourn:

The meeting adjourned at 12:42 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary