

BOARD OF DIRECTORS  
FRIENDS OF POPLAR HILL MANSION

March 15, 2023

Open Board Meeting Minutes

**Present:** Board Chair, David Scheid, Jeanne Mears, Vice Chair, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Will Lowery, Dee Neal, Betsy Wolfe and Carol Smith; Board Elected Member Kris Martin; Newtown Representative Katie Glasser; Curator & Recording Secretary, Sarah Meyers; Scott Roberts, ABCD; 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 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 February 15, 2023 Board Meeting Minutes. Hearing none, the February Board Meeting Minutes were approved.

**III. Reports:**

**A.) Chair: David Scheid**

- 1.) David welcomed Scott Roberts with the ABCD. Scott made a quick introduction of himself and said that he will more than likely be attending the Board meetings.
- 2.) David is happy to announce that the painting in the Surgery Room and the Butler's Closet is complete. All the plaster in the staircase has also been repaired and repainted (back to the color it was). While here, John also took out the picture rail in the Surgery Room and reinstalled it in the Hallway. Betsy asked what the final cost of all the painting was and she was informed that the Friends have not gotten the invoice for the Surgery Room, but based on the previous painting, David estimates that the total for all the painting and repair will come to approximately \$30,000. David added flower arrangements to the Dining Room and the Parlor to compliment the new paint colors. He also intends to add an arrangement to the Hallway. He would like to put a vase with herbs in the Surgery Room as that would be more historically accurate.

**B.) Treasurer Report: Chair Sharon Murphy**

- 1.) There is \$12,290.19 in the operating budget.
- 2.) Betsy asked about the \$250 donation and it was explained that it was the payment for the meeting the Wicomico Garden Club had here in Feb.

**IV. Curator Report: Sarah Meyers**

- 1.) See written report on file at Mansion.
- 2.) Sarah highlighted the Small Museum Association Conference.
- 3.) Betsy asked about the street closures and parking for handicapped visitors for the Festival. Scott will handle those issues.

- 4.) Sarah updated the lift and said that it is complete, but she has not been shown how to use it yet. It has not been inspected and cannot officially be used until it is inspected.

**V. Committee Reports:**

**A.) Membership:**

- 1.) No report.

**B.) Hospitality: Jeanne Mears**

- 1.) Jeanne reported that the St. Patrick's Day Tea is sold out.
- 2.) Jeanne needs to meet with her Committee to discuss the Festival and the tea in May. David mentioned that the Garden Club has once again offered to donate marigolds for the children to plant.

**C.) Publicity:**

- 1.) There was a lot of comments and attention from the post made from the City about vacancies on the Board.

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

- 1.) Carol brought in photos of the canopy and the company from which she would like to order. The company has worked with other museums to create custom canopies. Carol suggests we go with a double diamond pattern as that would be appropriate for the period. She also inquired about a bed skirt and does not think we should order one of those. The color of the canopy would be an off-white or a cream color (not white). The company is willing to give a discount and the price would be \$260. The Board agreed this is an excellent price. Carol made a motion to order the approved canopy as soon as possible; Ginny seconded the motion. Approval was unanimous. Carol will schedule a time to work with Sarah to do final measurements and order the canopy.

**E.) Review Committee: Ginny Hussey**

- 1.) No report.

**F.) Garden: David Scheid**

- 1.) The rear area of the backyard has been cleared out by the City. David's class can now go in and start working in the area. They will be taking soil samples. They plan to seed the area with a wild flower pollinator mix to help with soil stability.
- 2.) Sarah mentioned that the ABCD wants to do a spring clean-up day on April 29<sup>th</sup> and asked David to start thinking about projects.
- 3.) Betsy asked about the fence to separate the Pollinator Garden and the Parking Lot and how soon construction could begin on that project.
- 4.) Will suggested that the Friends use the makers lab for 3D Printing at Salisbury University to make the small labels for the Pollinator Garden.

**G.) Grant: Ginny Hussey**

- 1.) No report.

**VI. Old Business**

A. None.

**VII. New Business**

- A. The City has approved a preliminary version of the bylaws. David explained the process to the Board. Betsy questioned the City's involvement with writing the bylaws as she considers the Friends as an independent entity and said that it needs to be made clear what the responsibilities of the Board versus the Curator. She said it seems like there are conflicts with the two documents. It was explained that this review of the bylaws should resolve those conflicts and as a City Commission, the Friends are subject to approval for all their documents from the City.
- B. David mentioned the possibility of installing an "educational pavilion" in the newly cleared area. The students measured the area and it would hold a 20'x20' pavilion. They are going to look at designs that would fit in with the aesthetic of the Mansion to determine what would be appropriate.
- C. David announced that he will not be available from May 19-June 26 as he will be traveling. This will either mean no meeting in June or Jeanne will be running the meeting in June.
- D. Everyone introduced themselves to Scott and the other new members.

**VIII. Adjourn:**

The meeting adjourned at 12:39 PM.

Respectfully Submitted,



Sarah Meyers  
Curator, Recording Secretary