

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION
October 19, 2022
Open Board Meeting Minutes

Present: Board Chair, David Scheid, Jeanne Mears, Vice Chair, Treasurer, Sharon Murphy; Board Members: Betsy Wolfe, and Ginny Hussy; Board Elected Members Dee Neal; Curator & Recording Secretary, Sarah Meyers; Public Guest(s): 1 (Kris Martin)

I. Call to Order:

The October Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, October 19, 2022 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 September 21, 2022 Board Meeting Minutes. Hearing none, the September Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David welcomed the new member, Dee Neal, and potential new member, Kris Martin. Betsy suggested that all new members receive a copy of the Bylaws.
- 2.) David said that all the painting has now been completed for the year. He described why the colors in Parlor were chosen, especially the cobalt blue. Betsy asked about new photos of the rooms on the website and now that the painting is completed, Sarah will look into professional photographers to do the job as approved by the Board.
- 3.) David talked about the work to the Smokehouse. It has been power-washed and will be painted. The Board purchased the paint and brushes and the City will come out and do the work. Enough paint was purchased to also do the Privy. It is his hope to have it open in time for the Halloween events at the Mansion.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) There is \$22,143.73 in the operating budget.
- 2.) The main expenditures have been for the upcoming Halloween events.
- 3.) Two checks were received from the birthday fundraiser that Sarah does every year.
- 4.) The final bill has been received for the Parlor painting, which is about \$8500. The total cost for the painting has been about \$18,500.

IV. Curator Report: Sarah Meyers

- 1.) See written report on file at Mansion.
- 2.) Sarah mainly talked about the Civil War Medicine Conference she attended and what she learned and the potential opportunities for partnerships in the future with the National Museum of Civil War Medicine.

- 3.) There was a discussion about the installation of the lift. Construction is slated to begin November 1st. There was also a question about a sidewalk to the lift as well as installing a handicapped parking space. Sarah explained that the parking lot meets ADA standards because it is a hard level surface as well as the brick patio leading to the lift. She will discuss with the City the next steps to a parking place and signage.

V. Committee Reports:

A.) Membership:

- 1.) No report.

B.) Hospitality: Jeanne Mears

- 1.) Halloween:
 - a) The Committee met and went over final details of the events. Sarah and Jeanne went out and got all the supplies needed.
 - b) The adult party is October 28
 - c) The kids event is October 29. Jeanne went over the schedule of events, games, and hotdog lunch. There will also be pumpkin painting which was very popular.
- 2.) The Holiday events are December 4th and December 17th. Sarah gave the reminder that the Yuletide Open House is in conjunction with the Newtown Holiday House Tour. The House Tour is scheduled from 11-5, but PHM will only be open until 4:00. Ginny asked about refreshments and Sarah reminded that the Board has served cookies in the past. Dee offered to volunteer for the Yuletide open house.

C.) Publicity:

- 1.) The publicity has gone out for the Halloween events and the City has been pushing the Halloween events on their social media.
- 2.) The Newtown Neighborhood has already been putting out publicity about the Holiday House Tour which includes PHM.

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

- 1.) Betsy said that she and Carol would like to meet with Sarah in the coming weeks and go over a few things.
- 2.) David asked for an update on the canopy for the bed.
- 3.) David also mentioned that his sister had knitted four pairs of mittens for the nursery exhibit.

E.) Review Committee: Carol Smith

- 1.) No Report.

F.) Garden: David Scheid

- 1.) The Town and County Garden Club will be coming to do weeding in the back.

G.) Grant: Ginny Hussey

- 1.) No report.

VI. Old Business

- A. Jeanne asked if Sarah had everyone's email as apparently there are Board members not receiving email. Sarah said she had everyone's email, except for Dee. She sends the email to everyone. Sharon suggested that if you are not receiving emails to check your spam folder in case items are going to that folder.
- B. Betsy asked about the fence for the garden. Sarah had said that the fencing for the property lines is in the Capital Improvement Plan (CIP). David has said that once the CIP is approved, he will look to have the fence for the garden installed.
- C. David would like to discuss the painting for the Surgery Room and possibly the Hallway at the beginning of next year after the holiday season.
- D. David also mentioned that his class for next Spring has been changed somewhat, but he is still planning on doing his class here at PHM and working on the Woodland Garden and Outdoor Classroom space.

VII. New Business

- A. New Board Members:
 - a. Kris Martin introduced herself and gave more information about her background and why she would like to join the Board.
 - b. Betsy made the motion to accept Kris as a Board Member. Ginny seconded the motion. The vote was unanimous.
- B. David told everyone that there will be no meeting in November due to Thanksgiving.
- C. It was also agreed to move the December meeting to December 14 instead of the third Wednesday which would be December 21 due to the proximity to Christmas.

VIII. Adjourn:

The meeting adjourned at 12:39 PM.

Respectfully Submitted,



Sarah Meyers
Curator, Recording Secretary